**Timeshare Cancellation Letter Example**

Today’s Date: xx/xx/xxxx  
Names on contract: (wife and/or husband)  
Contract Number: xxxxxxx  
Date of Purchase: xx/xx/xxxx

Subject: Cancellation letter for timeshare contract number: xxxxxxx

Dear sir/madam

This letter is to inform you of my intention to cancel the timeshare contract number: xxxxxxx which was purchased on xx/xx/xxxx by (the exact name(s) written on the timeshare contract) in accordance with the laws of the state of (state where timeshare was purchased). I request a full refund of my deposit of (amount of deposit) and the cancellation of any future deposits found in the contract. The $xx,xxx in timeshare financing we requested should also immediately be cancelled. Please do not make any additional charges to my (debit card/credit card) or any future payments. Please confirm that you have received this legal timeshare contract number: xxxxxxx rescission in writing.

Sincerely,

Signature

Date of signature