**Timeshare cancellation letter sample**

*Your Name*  
*Your Address*  
*Your Email*  
*Your Telephone number*

*Resort’s Name*  
*Resort’s Address*  
*Resort’s Telephone number*  
  
*Date*  
  
*To whom it may concern:*  
  
*Describe why you want to cancel your contract, include contract number in the drafting and likewise request the cancellation and a full refund, mentioning that you are within the 5-day cancellation period established by Mexican timeshare law.*  
  
  
*Sincerely,*  
  
*Signature and Name*