Cancellation of the timeshare contract

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From,
Your Name
Address, including City,
State/Province, Zip Code/Postal Code

To,
Contract Company Name
Company Address, including City,
State/Province, Zip Code/Postal Code

        **Subject: Cancellation of timeshare contract**

Dear Sir/Madam,

This is to inform you that I am canceling my timeshare contract as I’m shifting to another city and hence I cannot enjoy the privileges of the contract.

My customer Id is (customer id). As per the contract if I cancel my contract within 30 days notice period there is no penalty and I am enclosing a copy of my contract.

Kindly confirm my contract cancellation.

Thank you.

Sincerely,

Signature
Name