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