Letter to Cancel Timeshare Package

                                                                                                      Date\_\_\_\_\_\_\_\_  
 

From,  
Name of consumer  
Address of consumer  
Contact details  
   
To,  
Name of Company  
Address of Company  
   
                                     **Subject: Cancellation of Timeshare Ref. # 1234**  
   
Dear Sir/Madam,  
   
I am writing this letter to inform you that I am canceling the timeshare package. I request a full refund for the above-mentioned order.

I regret to inform you of coming up with this decision for the following reasons….

I want a written confirmation of the cancellation as early as possible. Please refund my full amount within 5 working days. Thank you for your cooperation in this matter.  
   
Sincerely,  
   
Signature  
Name