Letter to Cancel Timeshare Package

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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