Letter of timeshare cancellation

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

From,
Mr. Mark Louis
Address
Contact details
Date of letter.

To,
Mr. Sam Smith
Manager
Company name
Company Address

                              **Subject: timeshare cancellation**
Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_,

I regret to inform you that I have to cancel timeshare contract # 123456 on short notice. I apologize for this decision and hope it is not inconvenient for you.

Written confirmation from your end will be greatly appreciated. Thank you for your attention in this matter. Please contact me for further information or questions.

Sincerely,

Signature
Mr. Mark Louis
ABC Enterprises, Delhi.