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.