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

To,  
Name  
Address  
   
                                     **Subject: Cancellation of timeshare**   
Dear,

My name is (name of the person) and I am writing this letter to inform you that I am cancelling my timeshare contract #123456789.

The reason being is that I am shifting to a different state with my family next month and hence I will not be able to avail myself the privileges of the timeshare contract.

Please let me know of the formalities required for this termination.   
   
Regards,  
   
Name with Signature