Letter to Cancel Timeshare

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

To,  
Name of the Person  
Designation  
Organization Name  
Address \_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    
                                            **Subject: Cancellation of timeshare contract**  
   
Dear,

This letter is written to you to inform the cancellation of the timeshare contract with your company dated(--------). Please inform the concerned staff regarding contract cancellation.

The reason for contract cancellation are the following…

I request you to take call the necessary actions as soon as possible.

Please consider this letter as our notice for contract cancellation. As per section 5A and 3C of our agreement, this cancellation is completely legal.  
   
Feel free to contact me for any further clarifications.  
   
Thanking you,  
   
Sincerely,  
   
Authorized Person´s Name  
Designation  
Organization Name  
Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_