**Timeshare Contract Cancellation Letter Format**

{your name}

{your address}

{date}

{recipient name}

{company name}

{recipient address}

Subject: Contract cancellation

Dear {recipient name}

I am hereby giving notice that I am canceling my contract number {number} dated {date} for timeshare. {Be specific and list details outlined in the contract.} This cancellation is effective as of {date}.

{State the reason you are canceling the contact here.}

If you have any questions, please contact me at (your phone number} or {your email address.}

Sincerely,

{your signature}

{your name}