Date…

The manager,

Company name…

Address…

***Sub: Request for Cancellation of timeshare***

Respected Sir\_\_\_\_\_,

This is the reference to the timeshare contract which was done a few days back from (Area name). With due respect, I want to request you to cancel this contract, and return me the money I paid for the deposit.  The reason behind this cancellation is that I have some emergency in my family.   
  
(Show your actual problem and situations).

Kindly consider my request, and cancel the contract. Hoping for a good response.

Yours Respectfully,

Your Name…

Job Designation…

Contact Information…