**Request Letter For Timeshare**

To,  
The Manager,  
\_\_\_\_\_\_\_\_\_\_(Name of the Company),  
\_\_\_\_\_\_\_\_\_\_(Address)

Subject: Cancellation of timeshare

Date: \_\_/\_\_/\_\_\_\_(Date)

Respected Sir/Madam,

With utmost respect, I am \_\_\_\_\_\_\_\_\_\_(Your Name), recently I purchased a timeshare for \_\_\_\_\_\_\_\_\_\_ (Mention Date) for \_\_\_\_\_\_\_\_\_\_ (Mention number of people) number of people.

I am sorry to bring to your notice that due to \_\_\_\_\_\_\_\_\_\_(Mention reason for cancellation – Financial issue/ Visit Postponed / any other reason), I would like to cancel my contract. I apologize for the inconvenience caused by me.

Therefore, I request you to kindly proceed with the cancellation procedure and as per terms and policy \_\_\_\_\_\_\_\_\_ (initiate the refund after deduction – if applicable) for the paid DEPOSIT.

Thanking you,

\_\_\_\_\_\_\_\_\_\_(Signature),  
\_\_\_\_\_\_\_\_\_\_(Name)