**Cancel Timeshare contract sample letter**

(Your Name)

(Address line 1)

(Address line 2)

(Address line 3)

(Date)

(Company Name)

(Address line 1)

(Address Line 2)

(Address line 3)

Dear [name of recipient],

I regret to inform you that we will no longer require the services of [name of company], as of [date]. With this notification, we comply with the minimum notice period required by our agreement. Your company has provided us with good service in the past, however, we decided to terminate our timeshare contract due to [reasons].

[timeshare contract number and details]

Please confirm the receipt of this letter as termination of our contract and the closing of our account. If you have any questions you can reach me at [phone] or [e-mail address].

I would like to thank you for our long-standing collaboration.

Yours faithfully

(Your Name)  
(email address)