**ECC letter template: Termination of timeshare contract**

This letter template is provided by the European Consumer Centre. This template serves as a guide and you can adapt it to suit your personal situation. You are responsible for doing this yourself.

Send this letter by email as well as (signed for) mail. Keep a copy for yourself.

<your name>

<address>

<postcode and town/city>  
<email>

**To**

<name>

<address>

<postcode and town/city>

Reference: < Timeshare contract reference >

Re: termination of Timeshare contract

Dear Sir, Madam,  
  
On <date> I entered into a Timeshare contract with you for the period <start date> to <end date>. This letter serves to inform you that I am terminating this contract.

**Reason for termination of contract**

Justify the reason for terminating the contract here, for example: This Timeshare contract entitled me to utilise <accommodation/a holiday home> in <country>. Unfortunately, you have failed to fulfil your obligations as agreed in the Timeshare contract. <for example: ‘I was not sufficiently informed of the contents of the contract.> I am therefore terminating the contract.

**Request for confirmation of termination of contract**

Kindly confirm that the contract has been terminated and that all payment obligations are null and void within 30 days of the date of this letter.

<Optional: You also owe me the sum of € <insert the total sum here > for <insert the reason you are entitled to this sum>. Please transfer the aforementioned sum to bank account: <insert your IBAN account number> FAO <insert name of account holder> ref. “termination of TimeShare contract” within the designated timeframe.>

**Legal action**

Unless I receive confirmation of termination within 30 days, I will lodge a complaint with the European Consumer Centre. If this does not bring resolution, I will take legal action. You will be responsible for the costs of this. I trust it will not come to that.

I trust I have informed you sufficiently and look forward to your response.

With kind regards,

<Your name and signature>

Attachments

* Copy: TimeShare contract
* Copies of any previous correspondence
* Copy of any general terms and conditions