

DIAMOND RESORTS CANCELLATION LETTER

Diamond Resorts International
[Corporate Office Address]
[City, State, Zip Code]

Subject: Cancellation of Diamond Resorts Membership

Dear Diamond Resorts Team,

I am writing to officially request the cancellation of my Diamond Resorts membership. My name is Sarah Thompson, and my membership details are as follows:

Member Name: Sarah Thompson
Membership Number: DR123456
Contract/Account Number: CR789012
Reservation Number (if applicable): R567890

After careful consideration and a thorough review of my personal circumstances, I have made the decision to terminate my membership with Diamond Resorts. I would like to express my gratitude for the experiences and opportunities provided during my time as a member.

I recently experienced a change in my financial situation, and unfortunately, I need to reallocate my resources. I have truly enjoyed my time with Diamond Resorts and appreciate the excellent service provided.

I kindly request the following actions to be taken to facilitate the cancellation process:

Confirmation of Cancellation: Please provide a written confirmation of the cancellation of my Diamond Resorts membership at your earliest convenience.

Refund Information (if applicable): If there are any eligible refunds or amounts owed, please provide details regarding the process and timeline for reimbursement.

Termination of Automatic Payments: Please ensure that any automatic payments associated with my membership are promptly discontinued.

Return of Membership Materials: Kindly instruct me on the procedure for returning any membership cards, documentation, or other materials in my possession.

I appreciate your prompt attention to this matter and anticipate a smooth and efficient cancellation process. Please contact me via email at sarah.thompson@email.com or by phone at (555) 123-4567 to communicate any necessary details or to seek further clarification.

Thank you for your understanding and assistance in this matter.

Sincerely,

Sarah Thompson
[Your Signature – if sending a hard copy]