

BLUEGREEN VACATION CANCELLATION LETTER

Bluegreen Vacations Customer Service

[Company Address]

[City, State, ZIP Code]

My name is [Your Full Name], and I am writing to formally request the cancellation of my upcoming reservation with Bluegreen Vacations. I appreciate your attention to this matter and would like to provide the necessary details for a smooth process:

Reservation Number: BV12345678

Dates of Stay: March 15, 2024 - March 22, 2024

Resort/Property: Oceanview Paradise Resort

Unfortunately, due to unforeseen personal circumstances, I am unable to proceed with my vacation plans during the specified dates. I understand the importance of adhering to your cancellation policies and would like to initiate the cancellation process promptly.

I kindly request your assistance in canceling the reservation and would be grateful for confirmation of the cancellation as soon as possible. To facilitate communication, please find my contact information below:

Email Address: [YourEmail@example.com]

Phone Number: (555) 123-4567

I want to express my gratitude for your understanding in this matter. I value the service Bluegreen Vacations provides, and while it is disappointing to cancel, I hope to plan another vacation with your company in the future.

Thank you for your prompt attention to this request. I look forward to your confirmation of the cancellation. If there are any additional forms or steps required, please do not hesitate to inform me.

Sincerely,

[Your Full Name]