Your Name

Address line 1

Address line 2

Address line 3

**Company XY** (*address given in the terms and conditions for exercising your right of withdrawal*)

Address line 1

Address line 2

Address line 3

 date: .........

**Exercise of right of withdrawal – reference (contract number/receipt number/invoice number (add appropriate identification feature)**

Dear Sir or Madam,

On (add date) I made an order with you (see reference above). I hereby exercise my right of withdrawal within the 14 day period. I am entitled to receive a refund of the money I paid (add amount) within a maximum of 14 days. My bank details are:

Account holder: ….

Bank name: ….

IBAN: ….

BIC: ….

I would appreciate your prompt response and confirmation.

Yours faithfully

Your name