

# [Your Company Name] Withdrawal Request Form

## Customer Information:

Name: [Customer's Full Name]

Address: [Customer's Address]

Email: [Customer's Email Address]

Phone Number: [Customer's Phone Number]

Contract/Order Number: [Contract/Order Number]

Date of Contract/Order: [Date of Contract/Order]

## Withdrawal Request:

I hereby notify [Your Company Name] of my decision to withdraw from the service contract/order referenced above within the 14-day withdrawal period as stipulated in the contract's Refund and Return policy.

## Reason for Withdrawal (Optional):

[Provide an optional space for the customer to explain their reason for withdrawal.]

## Customer's Signature:

[Customer's Digital or Handwritten Signature if submitting a physical copy]

**Date:**

[Date of Submission]

**Submission Method:**

[Choose one]

Email: [Your Company's Email Address]

Fax: [Your Company's Fax Number]

Postal Mail: [Your Company's Mailing Address]

**Acknowledgment of Receipt:**

Upon receiving this withdrawal request, [Your Company Name] will provide an acknowledgment of receipt on a durable medium (e.g., by email) without delay, as per the legal requirements.

**Refund Information:**

If applicable, [Your Company Name] will initiate the refund process within 14 days from the date of receiving this withdrawal request. The refund will be issued using the same payment method

as the initial transaction, unless otherwise agreed upon.

### **Additional Notes:**

Please be aware that there are legal exceptions to the right to withdraw, and some items or services may not be eligible for return or exchange. We will inform you if any exceptions apply to your specific case.

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Make sure to replace "[Your Company Name]" with your actual company name and fill in the specific details as needed. This form should be easily accessible to your customers, whether on your website or as a downloadable PDF, to facilitate the withdrawal process as per your refund and return policy.