Withdrawal letter for a distance purchase

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: exercise of the right of withdrawal

Dear Sir or Madam,

I am writing to inform you that I am exercising my right to withdraw from the distance contract described below.

Order or contract concerned

Order or contract no.

Date of the order or contract

Date the goods were received

Goods or service concerned

Amount paid

- [ ] It is goods that were delivered
- [ ] It is a service

Please refund the sums paid for this order, on the terms provided by the applicable law, and, if it is goods, tell me how to return them.

- [ ] Refund to the payment method used for the order

Additional details

Please acknowledge receipt of this letter.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method