

Dear Lovingly Services:

This is a request to transfer my domain name into my control.

My name is _____ and I am the
owner of _____ (shop name). My Account ID number is _____.

I am requesting that my domain name _____ be moved to a
retail account and the User ID and Password for the domain name be sent to me at my personal
email address of _____ *(Lovingly cannot transfer the domain
name without this information, this email address will be where the domain Registrar sends the
renewal notices for you domain name).*

☐ I am also requesting that my website with Lovingly be cancelled. If you would like
to have your website cancelled please let us know what the issue(s) were that lead to
this decision _____.

☐ I DO NOT wish for Lovingly to cancel my website.

I understand that in the future, I will be responsible for the renewal of my domain name and that
I need to inform the Registrar where the domain name is registered. If I change my email
address, I understand that this will affect how I am informed when my domain name needs to be
renewed.

Date

Signature

*(The signer must be the owner of record at Lovingly for this shop code, we will confirm the
signature and email the requested information to the email address provided above)*

Please email or mail this completed form to the below address.

Lovingly Corporate Office
20 Corporate Park Dr, Suite B
Hopewell Junction, NY 12533
Phone: (888) 406-4483
Email: care@lovingly.com