

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Support

Xbox

[Company's Address]  
[City, State, Zip Code]

Dear Xbox Customer Support,

I am writing to formally express my dissatisfaction with my recent experience regarding [briefly describe the issue, e.g., a malfunctioning Xbox console, issues with Xbox Live, etc.].

I purchased my Xbox [Model/Type] on [Purchase Date] from [Retailer's Name], and it has [describe the problem, e.g., not been functioning as expected, issues connecting to the internet, etc.]. I attempted to resolve the issue by [describe any steps you took to resolve the issue, e.g., troubleshooting, contacting support, etc.], but unfortunately, the problem persists.

I would appreciate your immediate attention to this matter. I am hopeful that you can provide a solution that is satisfactory, such as [mention what you would like, e.g., a replacement, repair, refund, etc.].

Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,

[Your Name]