

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

Customer Service

Xbox Support

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

Dear Xbox Support Team,

Subject: Confirmation of Purchase/Service Request

I am writing to confirm my recent purchase/service request with Xbox.

Details are as follows:

- Order Number: [Your Order Number]
- Purchase Date: [Purchase Date]
- Product/Service: [Product or Service Name]
- Amount: [Total Amount]

I appreciate your assistance and look forward to receiving confirmation of my order/service. Please feel free to reach out to me if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Xbox Gamertag]