

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

Xbox Support

Microsoft Corporation

[Support Address]

[City, State, Zip Code]

Subject: Xbox Account Recovery Request

Dear Xbox Support Team,

I am writing to request assistance with recovering my Xbox account, which I am currently unable to access. Below are the details of my account:

- **\*\*Gamertag:\*\*** [Your Gamertag]
- **\*\*Email Address Associated with the Account:\*\*** [Your Email Address]
- **\*\*Date of Birth:\*\*** [Your Date of Birth]
- **\*\*Last Known Login Date:\*\*** [Last Known Login Date]

Unfortunately, I have [briefly explain the issue, e.g., forgotten my password, account compromised, etc.]. I have attempted to reset my password but have been unable to access my recovery email as well.

I would appreciate your guidance on the next steps to recover my account. Please let me know if you require any additional information or verification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Xbox Live Gamertag]