

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

Xbox Support

Microsoft Corporation

One Microsoft Way

Redmond, WA 98052

Subject: Billing Dispute for Account [Your Xbox Account Email or Gamertag]

Dear Xbox Support Team,

I am writing to formally dispute a billing issue associated with my Xbox account. Below are the details of the transaction in question:

- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Order Number:** [Order Number]
- **Description of Dispute:** [Briefly describe the issue--unauthorized charge, incorrect amount, etc.]

I have attached any relevant documentation, including [receipts, screenshots, email correspondence, etc.], to support my claim. I kindly request a prompt investigation into this matter and a resolution as soon as possible.

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

Sincerely,

[Your Name]

[Your Xbox Account Email or Gamertag]