

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

Xbox Live Support  
Microsoft Corporation  
[Address]

[City, State, Zip Code]

Subject: Request for Xbox Live Profile Information Update

Dear Xbox Live Support Team,

I hope this message finds you well. I am writing to request an update to my Xbox Live profile information. Below are the details associated with my account:

- \*\*Gamertag:\*\* [Your Gamertag]
- \*\*Account Email:\*\* [Your Email Address]
- \*\*Current Profile Information:\*\* [List any current information you want to update]

I would like to update my profile to include the following new information:

- \*\*New Information:\*\* [List the new information you wish to add or update]

Please let me know if you need any additional information or if there are any steps I need to follow to complete this update.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Gamertag]