

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

Xbox Support

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

Dear Xbox Support Team,

I hope this letter finds you well. I am writing to request a change to my Xbox Live Gamertag. My current Gamertag is [Current Gamertag], and I would like to change it to [Desired Gamertag].

The reason for this change is [brief reason for the request, e.g., "I have outgrown my current Gamertag" or "I would like a name that better reflects my gaming style"].

Please let me know if you require any additional information to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]
[Your Gamer ID, if applicable]
[Your Contact Information]