

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

Xbox Live Support Team

Microsoft Corporation

[Address if applicable, or leave blank]

Dear Xbox Live Support Team,

Subject: Xbox Live Name Change Request

I hope this message 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].

I understand that there may be fees or limitations associated with changing my Gamertag, and I am willing to comply with any requirements you may have. Please let me know the steps I need to follow to complete this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Xbox Live Account Email]

[Your Xbox Live Account Gamertag]

[Your Contact Number]