

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

Xbox Support

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

Subject: Billing Dispute Regarding Xbox Live Account

Dear Xbox Support Team,

I hope this letter finds you well. I am writing to formally dispute a charge on my Xbox Live account related to [specific service or purchase, e.g., "Xbox Live Gold subscription" or "in-game purchase"] dated [date of charge].

Account Information:

- Xbox Live Account Username: [Your Username]
- Associated Email: [Your Email Address]
- Order Number/Transaction ID: [Provide if available]

Description of Dispute:

On [insert date], I noticed a charge of [insert amount] on my billing statement that I do not recognize. Upon reviewing my account activity, I believe this charge to be in error for the following reasons: [briefly explain your reasoning, e.g., "I did not authorize this purchase", "the service was not provided", etc.].

Resolution Sought:

I kindly request a thorough review of my account and a refund of the disputed amount. Please let me know if you require any additional information from my side to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of my billing dispute.

Sincerely,

[Your Name]
[Your Xbox Live Gamertag]