

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

Subject: Subscription Request for Xbox One

Dear [Company Name/Customer Service],

I hope this letter finds you well. I am writing to request a subscription for Xbox One services. I would like to subscribe to [specific service, e.g., Xbox Game Pass, Xbox Live Gold] for [duration, e.g., 1 month, 1 year].

Please find my account details below:

- Xbox Gamertag: [Your Gamertag]
- Email associated with account: [Your Email]

I understand that the subscription fee is [amount, e.g., \$9.99/month] and I am ready to provide payment information as required. Please let me know if there are any additional steps I need to take to complete this subscription.

Thank you for your assistance. I look forward to enjoying the Xbox services.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]