

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

Customer Support

Xbox

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

Dear Xbox Customer Support,

Subject: Billing Issues with My Xbox Account

I hope this message finds you well. I am writing to bring to your attention an issue I have encountered with the billing on my Xbox account, associated with the email address [Your Email Address] and the username [Your Xbox Username].

[Describe the billing issue in detail, including any erroneous charges, subscription discrepancies, or unauthorized transactions. Be sure to include dates and amounts as necessary.]

I have reviewed my account and the charges listed, and I believe that there has been a mistake. I kindly request your assistance in resolving this matter and ensuring that my account reflects accurate billing information.

Please find attached [any relevant documents or screenshots related to the issue, if applicable].

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

Sincerely,

[Your Name]