

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

Dear [Recipient Name],

Subject: Letter of Explanation for Xbox All Access Issues

I hope this letter finds you well. I am writing to provide an explanation regarding the issues I have encountered with my Xbox All Access subscription.

[Describe the specific issue(s) you are experiencing, such as payment problems, account access difficulties, or hardware malfunctions. Include relevant dates and details to clarify the situation.]

To resolve this matter, I have [mention any steps you have taken, such as contacting customer support, checking account settings, etc.]. However, the issues persist, and I would greatly appreciate your assistance in resolving them swiftly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Xbox Gamertag, if applicable]