

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

Dear [Recipient Name],

I am writing to formally request information and assistance regarding the Xbox All Access financing program. I am eager to explore this option and gain access to an Xbox console along with a Game Pass subscription. Please provide me with the necessary details regarding the application process, eligibility requirements, and any associated terms and conditions. I appreciate your help in guiding me through this financing opportunity.

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

Sincerely,  
[Your Name]