

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Xbox All Access Confirmation

I am writing to confirm my enrollment in the Xbox All Access program.

Below are the details of my account and the agreement:

- \*\*Name:\*\* [Your Name]
- \*\*Account Number:\*\* [Your Account Number]
- \*\*Device:\*\* Xbox [Specify model]
- \*\*Subscription Plan:\*\* [Specify plan details]
- \*\*Monthly Payment:\*\* \$[Amount]
- \*\*Contract Duration:\*\* [Duration in months]
- \*\*Start Date:\*\* [Start Date]

Thank you for providing me with the opportunity to be a part of the Xbox All Access program. If you need any further information or documentation, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]