

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

Dear [Recipient's Name],

Subject: Adjustment Request for XK Glow Order #[Order Number]

I hope this message finds you well. I am writing to formally request an adjustment regarding my recent order with XK Glow, placed on [Order Date]. The specific issue I am encountering is [briefly describe the issue, e.g., "the item I received is not as described" or "there was a billing error"]. The details are as follows:

- Order Number: [Order Number]
- Item/Service Description: [Item Name or Description]
- Issue: [Detailed description of the issue]

I would appreciate your assistance in resolving this matter. I kindly request that you [state what you would like them to do, e.g., "issue a refund," "send the correct item," "provide a replacement," etc.].

Attached are relevant documents, including [mention any documents you are including, e.g., receipts, photos, etc.], to support my request.

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

Sincerely,
[Your Name]