

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

Customer Service
Xoom, A PayPal Service
[Company Address]
[City, State, Zip Code]

Dear Xoom Customer Service,
Subject: Request for Payment Update

I hope this message finds you well. I am writing to inquire about the status of my recent payment sent through Xoom on [Transaction Date] with the reference number [Transaction Reference Number].

I would appreciate any updates regarding the processing of this transaction and if there are any additional steps I need to take.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]