

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Experience Points (XP)

I am writing to formally request the allocation of experience points (XP) for [specific reason, e.g., participation in a project, achieving a milestone, etc.].

During [specific period of time or event], I [describe your contributions, achievements, or involvement]. I believe that my efforts and accomplishments merit recognition in the form of XP.

I appreciate your consideration of my request and look forward to your positive response. Thank you for your time and support.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Department, if applicable]