

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

Dear [Manager's Name],

Subject: Request for Experience Points

I hope this message finds you well. I am writing to formally request the allocation of experience points (XP) for my contributions to [Project/Task Name] during the period of [specific timeframe].

Throughout this time, I have successfully [briefly outline your contributions and achievements]. I believe that this effort warrants recognition in the form of XP, which will not only reflect my commitment to our team but also motivate me to continue delivering outstanding work. I appreciate your consideration of my request and look forward to your response.

Thank you very much for your attention.

Sincerely,

[Your Name]  
[Your Job Title]