

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

Subject: Request for Refund of XP Purchase

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a refund for my recent purchase of XP made on [Purchase Date], with the order number [Order Number].

Upon review, I realized that the transaction does not meet my expectations due to [brief reason for refund request]. According to your refund policy, I believe I am eligible for a refund.

Please let me know the next steps to process this request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]