

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a refund for the XP purchase made on [purchase date] for the amount of [amount].

Unfortunately, [brief explanation of the reason for the refund request, e.g., "the product did not meet my expectations" or "there was a billing error"].

I would appreciate your assistance in processing this refund at your earliest convenience. Please let me know if you need any additional information or documentation from my side.

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

Sincerely,

[Your Name]