

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

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

Dear [Recipient's Name],

Subject: Request for Refund of XP

I hope this letter finds you well. I am writing to formally request a refund for my XP purchase made on [Purchase Date], with the transaction ID [Transaction ID].

Despite my initial satisfaction with the product/service, I encountered issues including [briefly describe the issues], which did not meet my expectations.

According to your refund policy, I am eligible for a refund within [time frame]. Therefore, I kindly ask you to process my request at your earliest convenience.

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

Sincerely,
[Your Name]