

[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 for XP Purchase

Dear [Recipient's Name or Customer Service Team],

I hope this letter finds you well. I am writing to formally request a refund for my recent purchase of XP (Experience Points) made on [purchase date], associated with my account [your account details, if applicable]. Unfortunately, [briefly explain the reason for the refund request, e.g., unauthorized purchase, dissatisfaction with the product, etc.].

According to your refund policy, I believe I am eligible for a refund and have attached [mention any supporting documents, if applicable, such as receipts or transaction confirmations].

I kindly ask that you review my request and process my refund at your earliest convenience. I can be reached at [your phone number] or [your email address] should you need any further information.

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

Sincerely,  
[Your Name]