

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an issue I have encountered regarding my XP refund request.

On [Date of Request], I submitted a request for a refund of my XP, and I have yet to receive a response. My account details are as follows:

- Account Name: [Your Account Name]
- Transaction ID: [Transaction ID]

I would appreciate your assistance in resolving this matter at your earliest convenience. Please let me know if you require any additional information to expedite the process.

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

Sincerely,

[Your Name]