

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

Customer Service

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my recent purchase of experience points (XP) made on [purchase date].

Order Number: [Order Number]

Transaction ID: [Transaction ID]

Unfortunately, I encountered an issue with the transaction that has prompted my request for a refund. [Briefly explain the reason for the refund request, e.g., "I received fewer XP than promised" or "The purchase did not meet my expectations"].

I would appreciate your assistance in processing this refund at your earliest convenience. Please let me know if you require any additional information or documentation to facilitate this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]