

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

Subject: XP Refund Claim

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request a refund for the XP [specific product/service] that I purchased on [purchase date].

[Explain the issue briefly, providing relevant details such as order number, purchase amount, and reason for the refund claim.]

I have attached [any relevant documents or proof of purchase] to support my claim.

I would appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]