

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

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

Dear [Recipient's Name],
Subject: Request for XP Refund

I hope this message finds you well. I am writing to formally request a refund for [specific XP purchase, e.g., "1000 XP"] that I made on [purchase date].

Unfortunately, [brief explanation of the issue, e.g., "I experienced a technical error that prevented me from utilizing the XP"]. Despite my attempts to resolve this issue [mention any actions taken, if applicable], I have been unable to access the content that I paid for. According to your refund policy [reference the policy if applicable], I believe I am eligible for a refund in this case. I would appreciate your assistance in processing this request at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account ID or Order Number, if applicable]