

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

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

Dear [Recipient's Name],

Subject: Request for Refund of XP

I hope this message finds you well. I am writing to formally request a refund for the XP I purchased on [purchase date], under the transaction ID [transaction ID].

Unfortunately, due to [brief explanation of the reason for the refund request], I am unable to utilize the XP as intended.

According to your refund policy, I believe that I am eligible for a refund and would like to proceed with this request at your earliest convenience. Please let me know if you require any further information or documentation to process this refund.

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

Sincerely,

[Your Name]

[Your Title, if applicable]