

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

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

Dear [Recipient Name],

Subject: Request for XP Refund Submission

I hope this message finds you well. I am writing to formally request a refund for my purchase of [Product/Service name] that I acquired on [Purchase Date].

Due to [reason for refund request: e.g., dissatisfaction with the product, defect, etc.], I believe I am eligible for a refund in accordance with your company's policy.

The order number for my purchase is [Order Number]. I have attached copies of my receipt and any relevant correspondence for your reference. I would appreciate your prompt attention to this matter and hope to receive the refund at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: Receipt, Correspondence, etc.]