

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

Subject: Request for Refund of XP

Dear [Recipient's Name or Customer Service Team],
I hope this message finds you well. I am writing to formally request a refund for the XP that I purchased on [purchase date] under the order number [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., "the XP did not work as intended," "I encountered an issue with the service," etc.]. I have attached [mention any supporting documents, if applicable, e.g., receipts, screenshots, etc.] to assist in resolving this issue.

Based on your refund policy, I believe I am eligible for a refund and would appreciate your prompt attention to this matter.

Thank you for your consideration. I look forward to your response.

Sincerely,
[Your Name]