

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

Subject: Request for XP Refund Due to Subscription Cancellation

Dear [Customer Service Team/Specific Contact Name],
I hope this message finds you well. I am writing to formally request a refund of my XP credits following the cancellation of my subscription with [Company Name] on [Cancellation Date].

Due to [brief reason for cancellation, if desired], I have decided to discontinue my subscription. As per your refund policy, I believe I am entitled to a refund of the unused XP credits associated with my account.

My account details are as follows:

- Account Name: [Your Account Name]
- Email Associated with Account: [Your Email]
- Subscription Plan: [Your Subscription Plan]
- Date of Subscription Cancellation: [Cancellation Date]

I kindly ask you to initiate the refund process at your earliest convenience. If you require any further information or documentation, please do not hesitate to reach out to me.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]