

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

Customer Service

Xtra.co.nz

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

Subject: Confirmation of Transactions

Dear Xtra Customer Service Team,

I am writing to formally confirm my recent transactions with Xtra.co.nz.

Below is the summary of the transactions:

- \*\*Transaction ID:\*\* [Transaction ID 1]

  \*\*Date:\*\* [Transaction Date 1]

  \*\*Amount:\*\* [Transaction Amount 1]

  \*\*Description:\*\* [Brief Description]

- \*\*Transaction ID:\*\* [Transaction ID 2]

  \*\*Date:\*\* [Transaction Date 2]

  \*\*Amount:\*\* [Transaction Amount 2]

  \*\*Description:\*\* [Brief Description]

Please let me know if you need any additional information regarding these transactions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Account Number, if applicable]