

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

Customer Service

Xtra.co.nz

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

Dear Xtra Customer Service,

Subject: [Brief Description of Your Request/Issue]

I am writing to you regarding my Xtra.co.nz account associated with the email address [your email address].

[Clearly explain the issue or request. Be concise and specific about what you need from them.]

[If applicable, provide any account details or reference numbers that may assist in resolving your request.]

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

Sincerely,

[Your Name]