

Gift Card Balance Clarification

Date: [Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Team

[Store Name]

[Store Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to clarify the balance of my gift card related to multiple transactions made on [specific dates].

My gift card number is: [Gift Card Number]

The transactions in question are as follows:

- Transaction 1: [Date] - Amount: [Amount] - Balance Remaining: [Balance]
- Transaction 2: [Date] - Amount: [Amount] - Balance Remaining: [Balance]
- Transaction 3: [Date] - Amount: [Amount] - Balance Remaining: [Balance]

As per my calculations, the remaining balance should be [Expected Balance], however, I noticed discrepancies. I would appreciate your assistance in providing clarification on these transactions and the current balance available on my gift card.

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

Sincerely,

[Your Name]