

Gift Card Balance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To whom it may concern,

I am writing to request the current balance of my gift card. My gift card number is [Insert Gift Card Number]. I would appreciate it if you could provide me with the balance, as I am considering using it for my next purchase.

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

Sincerely,

[Your Name]