

Loyalty Program Points Transfer Request

Date: [Insert Date]

To: [Loyalty Program Customer Service]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Customer Service Team/Specific Representative],

I hope this message finds you well. I am writing to request the transfer of my loyalty program points from my account to another account.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Total Points Available: [Total Points]

I would like to transfer [Number of Points] to the following account:

- Recipient Account Holder Name: [Recipient's Name]
- Recipient Account Number: [Recipient's Account Number]

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in facilitating this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Name]