

Refund Request for Gift Card

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

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request a refund for a gift card that I purchased on [Purchase Date] for the amount of [Amount] with the card number [Gift Card Number]. Unfortunately, the card was either not functioning properly or I was unable to use it within the required time frame.

I have attached a copy of the purchase receipt and any relevant documentation for your review. I would appreciate your assistance in processing this refund as soon as possible.

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

Sincerely,
Your Name