

# Gift Card Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Retailer Name]

[Retailer Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a refund for a gift card that I purchased on [Insert Purchase Date] with the order number [Insert Order Number]. The gift card number is [Insert Gift Card Number]. Due to [reason for refund, e.g., "a product return" or "the gift card was not used"], I would like to request a refund for the remaining balance.

According to your refund policy, I believe I am eligible for a refund and I would appreciate your prompt assistance in processing this request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]