

# Gift Card Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally express my concern regarding a gift card that I received, which appears to be unrecognized in your system. The details of the gift card are as follows:

- Gift Card Number: [Insert Gift Card Number]
- Issuing Store: [Insert Store Name]
- Date Received: [Insert Date Received]

Upon attempting to use the gift card on [Insert Date of Attempt], I was informed that the card could not be processed. I kindly request your assistance in resolving this issue as soon as possible. It would be greatly appreciated if you could provide me with an explanation of the situation and guidance on how to proceed.

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

Sincerely,

[Your Name]