

# Gift Voucher Claim Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the claim of my gift voucher, which I received on [Insert Date]. The details of the voucher are as follows:

- Voucher Code: [Insert Voucher Code]
- Value: [Insert Voucher Value]
- Expiration Date: [Insert Expiration Date]

Unfortunately, I was unable to redeem the voucher before the expiration date due to [brief reason]. I would appreciate your assistance in this matter and kindly request that you allow me to redeem the voucher or provide an alternative solution.

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

Sincerely,

[Your Name]

[Your Contact Information]