

# Complaint Regarding Gift Card Balance Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding an issue I have encountered with my gift card balance. My gift card number is [Insert Gift Card Number], which I purchased on [Insert Purchase Date].

Upon attempting to use the gift card on [Insert Date of Transaction], I was surprised to find that the balance was incorrect. The balance indicated was [Insert Incorrect Balance], whereas I believe it should be [Insert Correct Balance]. I have attached a copy of my receipt for your reference.

This situation has caused considerable inconvenience, and I kindly request that you investigate this matter at your earliest convenience. I would appreciate any assistance you can provide to rectify this issue.

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

Sincerely,

[Your Name]