

Notification of Stolen Gift Card

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Name],

I am writing to formally report the theft of a gift card that I purchased from your store.

Details of the stolen gift card are as follows:

- Gift Card Number: [Gift Card Number]
- Purchase Date: [Purchase Date]
- Amount: [Amount]

The gift card was stolen on [Date of Theft]. I kindly request that you assist me in deactivating the card to prevent any unauthorized use.

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

Sincerely,

[Your Name]