

Subject: Request for Adjustment of Loyalty Rewards

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally request an adjustment to my loyalty rewards account, associated with the account number [Your Account Number].

Over the past [duration], I have been a dedicated customer of [Company Name] and have enjoyed participating in your loyalty rewards program. However, I have noticed discrepancies that I believe warrant your attention, specifically regarding [briefly describe the issue, e.g., missed points, incorrect tier status, etc.].

According to my records, I should have accrued [number of points or specific rewards] due to [reason such as recent purchases, referrals, etc.]. However, my account currently reflects [current points or rewards]. I kindly ask that you review my account and rectify this matter at your earliest convenience.

Attached are the relevant documents that support my claim, including [list any attached documents, e.g., receipts, account statements, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]

[Date]