

Loyalty Reward Claim

Dear [Loyalty Program Manager's Name],

I hope this message finds you well. I am writing to formally request the claim of my loyalty rewards as a frequent traveler with [Airline/Hotel Name]. My membership number is [Membership Number], and I have been a loyal member since [Year of Membership].

Over the past year, I have traveled extensively, accumulating [Number of Flights/Nights] and reaching [Tier Level, if applicable]. I believe I am eligible for rewards as per the terms and conditions outlined in your loyalty program.

Details of my travels are as follows:

- Flight/Stay 1: [Date] - [Destination] - [Flight/Reservation Number]
- Flight/Stay 2: [Date] - [Destination] - [Flight/Reservation Number]
- Flight/Stay 3: [Date] - [Destination] - [Flight/Reservation Number]

I have attached the necessary documentation, including boarding passes and receipts, to support my claim. Please let me know if you require any additional information to assist with this process.

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

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]