

Loyalty Reward Claim

Date: [Insert Date]

To: [Retail Store Name]

Address: [Retail Store Address]

Customer Name: [Your Name]

Customer Address: [Your Address]

Customer ID: [Your Customer ID]

Dear [Retail Store Manager's Name],

I am writing to claim my loyalty rewards points accrued from my recent purchases at [Retail Store Name]. My customer ID is [Your Customer ID]. According to the loyalty program terms, I have accumulated a total of [Number of Points] points which I would like to redeem for [Specify Reward or Discount].

Attached are copies of my purchase receipts and any relevant documents required for processing this claim. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]