

# Gift Card Balance Inquiry Instructions

Dear Valued Customer,

Thank you for your interest in checking the balance of your retail gift card. Please follow the instructions below to inquire about your gift card balance:

## Online Balance Check

1. Visit our official website at [www.example.com](http://www.example.com).
2. Navigate to the "Gift Cards" section in the main menu.
3. Click on "Check Balance."
4. Enter your gift card number and PIN in the provided fields.
5. Click the "Submit" button to view your balance.

## Phone Inquiry

If you prefer to check your balance over the phone, please call our customer service at **1-800-123-4567** and follow the automated instructions.

## In-Store Inquiry

You can also visit any of our retail locations and ask a sales associate to check your gift card balance for you.

If you have any further questions or require assistance, feel free to reach out to us via our customer service email at [support@example.com](mailto:support@example.com).

Thank you for choosing us!

Sincerely,  
The Customer Service Team