

Retail Gift Card Replacement Procedure

Date: [Insert Date]

Dear [Customer's Name],

Thank you for contacting us regarding the replacement of your retail gift card. We are here to assist you. Please follow the steps below to initiate the replacement process:

Replacement Steps:

1. Provide us with the original gift card number, if available.
2. Complete the attached form with your details, including your name, email address, and phone number.
3. Send the completed form and any additional documentation (such as proof of purchase or receipt) to our customer service email: [Insert Email Address].
4. Once we receive your request, our team will review the information and process your replacement within [Insert Time Frame].

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team. We appreciate your patience and understanding.

Thank you for being a valued customer.

Sincerely,
[Your Retail Store Name]
Customer Service Team