

# Dear [Customer Name],

We hope this message finds you well. We want to inform you that your loyalty program points have been adjusted as of [Date].

Your new total points balance is: **[New Points Balance]**.

Details of the adjustment are as follows:

- Previous Points Balance: [Previous Points Balance]
- Points Earned: [Points Earned]
- Points Redeemed: [Points Redeemed]
- Points Expired: [Points Expired]

Thank you for being a valued member of our loyalty program. If you have any questions or concerns, please do not hesitate to reach out to our customer service team.

Sincerely,  
[Your Company Name]