

Refund Guidance for Gift Card Returns

Dear [Customer's Name],

Thank you for reaching out regarding your gift card return. We understand that sometimes situations arise that may require you to return a gift card.

To initiate the refund process for your gift card, please follow these steps:

1. Ensure that the gift card is unused and in its original packaging.
2. Complete the attached refund request form with your details and the reason for the return.
3. Send the completed form along with the gift card to the following address:
 - o [Company Name]
 - o [Company Address]
4. After we receive your request, we will process your refund within [number] days.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]