

Credit Card Reward Points Redemption Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the redemption of my credit card reward points. My account details are as follows:

Account Holder Name: [Your Name]

Credit Card Number: **** * [Last 4 Digits]

Reward Points Available: [Total Points Available]

I would like to redeem my points for [Specify Reward or Gift Card Name], totaling [Number of Points Needed]. Please find attached any necessary documentation required for this request.

Thank you for your assistance. I look forward to your prompt response regarding my redemption request.

Sincerely,

[Your Name]