

Accrued Points Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to verify the accrued points in your rewards account. Our records indicate that you currently have [insert number of points] points. These points are valid until [insert expiration date].

If you believe this information is incorrect or if you have any questions regarding your points balance, please do not hesitate to contact us at [insert contact information].

Thank you for being a valued member of our rewards program.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]