

# Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important adjustment to your loyalty rewards program account.

After a recent review, we have made some updates that we believe will enhance your experience and reflect your continued loyalty to [Company Name]. Your current points balance has been adjusted to [New Points Balance], which reflects [reason for adjustment, e.g., a promotion, account correction, etc.].

As a valued member of our loyalty program, we want to ensure you are receiving the full benefits available to you. Please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or concerns regarding this adjustment.

Thank you for being a loyal customer. We appreciate your support and look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]