

# Letter of Understanding Regarding Gift Card Use

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Understanding of Gift Card Usage

Dear [Recipient's Name],

This letter serves to outline our mutual understanding regarding the use of the gift card issued from [Company/Organization Name]. Please find the key points of our agreement summarized below:

- **Gift Card Amount:** [Insert Amount]
- **Expiration Date:** [Insert Expiration Date]
- **Permitted Use:** [Describe permitted use of the gift card]
- **Restrictions:** [Mention any restrictions, if applicable]

By signing below, both parties acknowledge their understanding and acceptance of these terms regarding the use of the gift card.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

Accepted by:

[Recipient's Name]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_