

Loyalty Points Redemption Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company/Program Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request the redemption of my loyalty points that I have accumulated in my account. My account number is [Account Number].

As of today, I have a total of [Total Points] points available for redemption. I would like to redeem these points for [Specify Reward or Service].

Please confirm the redemption process and any further steps I need to take from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]