

Loyalty Points Transfer Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my loyalty points from my account, [Your Account Number], to a new account belonging to [Recipient's Name], whose account number is [Recipient's Account Number].

Details of the transaction are as follows:

- **Points to Transfer:** [Number of Points]
- **Your Account Name:** [Your Name]
- **Recipient's Account Name:** [Recipient's Name]

Thank you for your attention to this matter. Please let me know if you need any further information to process this request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]