

Gift Card Balance Reconciliation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the reconciliation of your gift card balance.

Gift Card Details

Gift Card Number: [Insert Card Number]

Initial Balance: \$[Insert Initial Balance]

Current Balance: \$[Insert Current Balance]

Transaction History

- [Transaction 1: Description, Date, Amount]
- [Transaction 2: Description, Date, Amount]
- [Transaction 3: Description, Date, Amount]

If you have any questions or concerns regarding your gift card balance, please do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]