

NAME AND ADDRESS  
OF ADMINISTRATOR

YOUR NAME AND  
ADDRESS

DATE

Dear Sir/Madam

**GIFT CARD FOR [NAME OF RETAILER] REFERENCE NUMBER [INSERT ANY REFERENCE/  
BARCODE NUMBER]**

I purchased a gift card for [NAME OF RETAILER] to the value of [VALUE OF GIFT CARD]. Please find the gift card enclosed.

It was purchased on [DATE OF PURCHASE OR AN APPROXIMATE DATE] from [NAME OF PLACE THE GIFT CARD WAS PURCHASED].

[NAME OF RETAILER] has now gone into administration and closed down therefore I am unable to use the gift card.

I would appreciate it if you could issue me with a refund for the value of this gift card.

Yours faithfully

*Sign your name here*

YOUR NAME