

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Credit Card Issuer's Name]  
[Customer Service Department]  
[Company's Address]  
[City, State, Zip Code]

Subject: Credit Card Reward Redemption Request

Dear [Customer Service Team/Specific Contact Name],

I hope this letter finds you well. I am writing to formally request the redemption of my credit card rewards earned through my [Credit Card Name] account, with the account number ending in [last four digits of your account number].

I would like to redeem my rewards for [clearly state what you are redeeming the rewards for, e.g., travel miles, merchandise, gift cards, cash back, etc.], totaling [number of points/cash/whatever is applicable].

Please let me know if there are any specific forms or additional information required to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]