**[Your address and contact number]**

**[Administrator's address]**

**[Date]**

Dear Sir/Madam,

Reference: **[Voucher number and retailer name]**

Please find enclosed a **[gift card/voucher]** to the value of **[£xx]**.

It was bought from a **[name of store]** on or before **[insert date]**.

The **[name of store]** has now gone into administration, so I’m unable to use my **[voucher/gift card]**.

I would be grateful if you would issue a refund to the value of the voucher to my address above.

Yours faithfully,

**[Name]**