

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of XP Discount

We are writing to acknowledge your recent request regarding the XP discount that you are eligible for. We appreciate your loyalty and are pleased to inform you that your discount of [specific percentage or amount] will be applied to your upcoming transaction.

Please take note of the following details:

- Discount Code: [Code]

- Valid Until: [Expiration Date]

- Applicable Products: [List of products or services]

Should you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for being a valued customer!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]