

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

Dear [Recipient Name],

Subject: Appeal for XP Discount

I hope this message finds you well. I am writing to formally appeal for the consideration of an XP discount on my recent purchase/order #[Order Number].

[Briefly explain the reason for your appeal, including relevant details such as circumstances surrounding your purchase, loyalty to the brand, or any relevant policies that apply.]

I understand that [mention any applicable policy or guideline], but I believe that [explain why you feel your situation warrants an exception]. I appreciate your attention to this matter and hope for a favorable response. Thank you for considering my request.

Sincerely,

[Your Name]