

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for XP Discount

I hope this letter finds you well. I am writing to formally request the XP discount that your organization offers.

[Briefly explain your relationship with the company, e.g., long-time customer, member, etc.]

I believe I qualify for this discount due to [mention specific reasons or criteria that apply, e.g., loyalty, ongoing membership, recent purchases, etc.].

Please let me know if there are any additional documents or information you require to process my request. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Name]