

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

Dear [Recipient Name],

Subject: Approval for XP Discount

I hope this message finds you well. I am writing to formally approve the requested discount for the XP program. After reviewing the details of your proposal, we believe that offering this discount will not only benefit our partnership but also enhance customer satisfaction.

Details of the discount are as follows:

- **Discount Percentage:** [XX%]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Conditions:** [Any conditions that apply]

Please ensure that this information is communicated to your team and implemented accordingly. Should you have any questions or require further clarification, feel free to reach out to me directly.

Thank you for your continued collaboration.

Sincerely,

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