

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: XP Discount Eligibility Confirmation

I hope this letter finds you well. I am writing to formally request confirmation of my eligibility for the XP discount program.

As per the criteria outlined on your website, I believe I meet the necessary qualifications due to [briefly explain your eligibility, such as membership status, recent purchases, or other relevant criteria].

[Optional: Include any relevant documentation or details that support your request.]

I would appreciate your prompt response regarding my eligibility status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Optional: Your Title or Position]

[Optional: Your Organization/Company Name if applicable]

[Enclosures: if any]