

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

Dear [Recipient Name],

Subject: Explanation of XP Discount

I hope this message finds you well. I am writing to provide clarification regarding the XP discount applied to your account.

The XP discount is designed to reward our loyal customers by providing a percentage off their purchases based on their accumulated experience points.

For your recent transaction on [Transaction Date], the XP discount of [Discount Percentage]% was applied because you have reached [Number of XP Points] points. This not only reflects your commitment to our brand but also enhances your overall shopping experience with additional savings. Please feel free to reach out if you have further questions or require more information regarding your XP points or the discount system.

Thank you for being a valued customer.

Sincerely,

[Your Name]
[Your Position]
[Company Name]