

[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: Request for XP Discount

I hope this letter finds you well. I am writing to formally request a discount on my XP subscription due to [brief explanation of the reason, e.g., loyalty, financial hardship, etc.].

I have been a loyal customer since [Year] and have greatly enjoyed the benefits of the service. However, [explain your situation or reasoning]. I kindly ask if you could consider granting me a discount on my current subscription. I believe this would greatly assist me in continuing to use your valued service.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your XP Account Number] (if applicable)