

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

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

Dear [Recipient Name],

I am writing to recommend [Recipient's Company or Product] for a discount on [specific product/service] due to [reason for discount request].

[Explain the benefits and importance of the product/service, how it aligns with your needs, and any prior positive experiences you've had.]

Given our previous transactions and the value [Recipient's Company or Product] has contributed to our [specific goal/business], I believe that a discount would not only help us continue our partnership but also enhance our ongoing collaboration.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]