

# Loyalty Discount Invoice Request

[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],

I hope this message finds you well. I am writing to formally request an invoice reflecting the loyalty discount applicable to my account. As a valued customer, I have consistently enjoyed the benefits of this discount, and I would appreciate your assistance in providing the updated invoice for my recent purchase.

Order Details:  
Order Number: [Order Number]  
Purchase Date: [Purchase Date]  
Total Amount: [Total Amount]

Best regards,

[Your Name]