

Official Notice

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Applicant Address: [Insert Applicant Address]

Dear [Insert Applicant Name],

We are writing to inform you about the outcome of your discount application submitted on [Insert Submission Date]. After a thorough review of your application, we regret to inform you that your request for a discount has been [**Approved/Denied**].

If your application has been approved, the details of the discount are as follows:

- Discount Percentage: [Insert Percentage]
- Applicable Products/Services: [Insert Products/Services]
- Validity Period: [Insert Validity Period]

If your application has been denied, you may appeal the decision by [Insert Appeal Process].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]