

Rebate Program Submission

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for the [Specify Rebate Program Name] intended for small businesses. Our business, [Your Business Name], has been operating for [Number of Years] and is committed to [Briefly Describe Your Business Goals/Values].

As per the requirements outlined in the program guidelines, I have attached the necessary documentation, including:

- Completed application form
- Proof of business operation
- Financial statements for the past year
- Any other required documents

We believe that our application meets the criteria for the rebate program and would greatly appreciate your consideration. Should you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our application. We look forward to the possibility of participating in this valuable program.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]