

Employee Discount Application

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Department: [Employee's Department]

Employee ID: [Employee ID]

Dear [Manager's Name],

I am writing to formally apply for the employee discount available to corporate employees. I would like to take advantage of this opportunity for [specific products/services].

As a dedicated employee of [Company Name], I believe this discount will assist me in [brief explanation of reason for applying]. I appreciate the support our company provides to its employees and would be grateful for your consideration of my application.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Employee's Name]

[Contact Information]