

Employee Discount Claim Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the application of my employee discount on my recent purchase made on [insert purchase date]. As per the company policy for management positions, I understand that I am entitled to [insert percentage or value] discount on eligible items.

The details of my purchase are as follows:

- Item Description: [Insert Item Description]
- Purchase Amount: [Insert Purchase Amount]
- Receipt Number: [Insert Receipt Number]

I have attached a copy of my receipt for your reference. I would appreciate your assistance in processing this discount at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out to me if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]