

Employee Discount Request Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Request for Employee Discount

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a discount on [specify products/services] as part of the employee discount program offered to field staff.

As you know, I have been with the company since [insert date of joining], and I am committed to contributing to our success. I believe that taking advantage of this discount will not only help me personally but also motivate me to represent our brand in the field effectively.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]