

Employee Discount Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Employee ID: [Your Employee ID]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the employee discount for my recent purchase at [Store Name]. As a dedicated member of the retail staff, I believe this discount will not only benefit me but also encourage my continued commitment to our team and the company.

Details of my purchase are as follows:

- Item Description: [Description of the item(s)]
- Purchase Date: [Insert Date]
- Total Amount: [Insert Amount]

I understand the company policy regarding employee discounts and I assure you that I have adhered to all guidelines. I would greatly appreciate your approval of this request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]