

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my eligibility for your loyalty discount program. As a regular customer at [Company's Name], I have enjoyed using your products/services and appreciate the value you provide.

My customer account number is [Account Number], and I have been a loyal customer since [Start Date]. I believe that my continued patronage qualifies me for any available loyalty discounts. I would like to know if I meet the criteria for such discounts and the process to apply for them.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]