[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: [COMPANY] OFFERS OUR EMPLOYEES A DISCOUNT**

Dear [CONTACT NAME],

As their way of bidding us all a Merry Christmas [COMPANY] has offered our employees a [%] discount on all merchandise purchased during the Festive season.

You must show your employee identification card at the time of purchase, in order to receive this discount. [COMPANY] have also requested that you limit the use of this discount privilege to purchases made on your own behalf.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]