

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Denial of Request for Additional Discount

Dear :

We cannot grant you an additional discount toward the purchase of the bed. You have received every discount in which you qualify. The offer stands in reference to our last discussion.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E