

(Date of Letter)

(Name of Company)

(Attn: Rebate Department)

(Street Address)

(City, State and Zip Code)

RE: Rebate Request

Dear Rebate Clerk:

Enclosed please find your company's coupons, which are hereby submitted pursuant to instructions for company rebate on the product purchase of (name of product purchased). The product was purchased from (name of store) on the day of (month/year). The enclosed coupons indicate a rebate of \$ for the purchase of this product. Please forward the rebate and provide available information regarding additional product benefits. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.