

**Robert WHITE**  
4650 Golden Gate Vista Point  
SAUSALITO, BC 94965

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December 9<sup>th</sup>, 2014

Matthew JOHNSON  
260 W 44th Street  
NEW YORK CITY, NY 10036

References: XXXX

**Subject: Request for revised Council Tax bill**

Dear Mr JOHNSON,

We hereby inform you that one of us is a full-time student. As a result, we would like to claim a single person's discount of 25% on the council tax bill you recently sent to us. We have enclosed the student certificate as proof.

We would appreciate if you could issue another council tax bill accordingly.

Robert WHITE