

James CLARK
7229 Main Street
VRX 3J3 VANCOUVER

December 9th, 2014

Alex WILSON
270 Wellington St W
M5V 3P5 TORONTO

References: XXXX

Subject: Request for revised Council Tax bill

Dear Mr WILSON,

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.

James CLARK