

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Reminder: Strict Notification Timeframes for Rebate Claims

Dear [Client Name],

We are writing to provide a formal reminder regarding the strict notification timeframes required to remain eligible for your rebate program under Agreement [Contract Number].

To ensure your claims are processed successfully, please note the following requirements:

- **Notification Period:** All rebate claims must be submitted within [Number] days of the transaction date.
- **Documentation:** Supporting evidence, including [List specific documents], must be provided at the time of notification.
- **Deadline:** Any claims received after [Timeframe/Date] will be considered ineligible for reimbursement per the terms of our agreement.

These timeframes are strictly enforced to comply with our internal accounting and auditing cycles. We recommend submitting your data as early as possible to allow for the correction of any discrepancies before the deadline expires.

Please acknowledge receipt of this reminder. If you have any questions regarding the submission process or your current eligibility status, contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]