

Official Distributor Letter of Intent

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Letter of Intent to Appoint [Recipient's Company Name] as an Official Distributor

Dear [Recipient's Name],

We are writing to formally express our intent to appoint [Recipient's Company Name] as an official distributor for [Your Products/Services] in [specific region or country], subject to the successful negotiation of terms and conditions between both parties.

[Your Company Name] recognizes the expertise and market presence of [Recipient's Company Name] in [specific region or country] and believes that this partnership will enhance the availability and distribution of [Your Products/Services] to customers in this territory.

Our proposal includes the following key aspects of the distributor relationship:

- Exclusive rights to market and distribute [Your Products/Services] in [specific region or country].
- Full access to product information, training, and support to ensure successful representation of our brand.
- Collaborative marketing efforts, including promotional materials and strategic campaigns to grow brand presence.
- Ongoing communication and support from our customer service and logistics teams to ensure seamless operations.

We look forward to working together to finalize the details of our agreement and embark on this mutually beneficial partnership. Please consider this letter as a formal statement of intent, pending the execution of the official Authorized Distributor Agreement.

Should you have any questions or require further clarification, feel free to contact us at [email address] or [phone number].

We are enthusiastic about the potential of this partnership and the opportunities it will create for both our companies.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]