

Official Manufacturer Distributor Letter

[Manufacturer's Company Name]

[Manufacturer's 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: Confirmation as Official Manufacturer Distributor

Dear [Recipient's Name],

We are pleased to confirm that [Recipient's Company Name] has been selected as the Official Manufacturer Distributor for [specific region or country] for our line of [Manufacturer's Products/Services], effective [start date]. This authorization grants your company the rights to distribute, market, and provide after-sales support for [Manufacturer's Products/Services] within the designated region.

As the Official Manufacturer Distributor, [Recipient's Company Name] will have access to:

- The full range of [Manufacturer's Products/Services].
- Exclusive rights to distribute in the specified territory.
- Comprehensive training and technical assistance.
- Marketing materials and promotional support.
- Direct access to customer service and logistics teams.

We trust that [Recipient's Company Name] will maintain the high standards associated with [Manufacturer's Products/Services], ensuring the best customer service and quality in your region.

Please refer to the enclosed Manufacturer Distributor Agreement for detailed terms and conditions. If you have any questions, feel free to contact us at [email address] or [phone number].

We look forward to a successful and lasting business relationship with [Recipient's Company Name].

Sincerely,

[Your Name]

[Your Title]

[Manufacturer's Company Name]