

Official Authorized Distributor Letter

[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: Appointment as Official Authorized Distributor

Dear [Recipient's Name],

We are pleased to formally confirm that [Recipient's Company Name] has been appointed as the **Authorized Distributor** of [Your Products/Services] for [specific region or country], effective [start date]. This authorization grants your company the exclusive rights to market, distribute, and provide after-sales support for [Your Products/Services] in the assigned territory.

As an authorized distributor, [Recipient's Company Name] will benefit from:

- Exclusive distribution rights for the designated region
- Access to our complete line of [Your Products/Services]
- Comprehensive product training and technical support
- Marketing materials and promotional assistance
- Direct access to our customer service and logistics teams

This appointment is made with the expectation that [Recipient's Company Name] will represent our brand with the highest levels of professionalism and integrity, ensuring that [Your Products/Services] reach customers with the quality and service we are known for.

Please ensure that your company complies with all the terms and conditions outlined in the attached Authorized Distributor Agreement. Should you have any questions regarding this authorization, feel free to contact us at [email address] or [phone number].

We are excited about the potential for mutual growth and success and look forward to a long-lasting business relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]