

[Your Company Letterhead]

[Date]

[Distributor's Name]

[Distributor's Address]

[City, State, Zip Code]

Dear [Distributor's Name],

Subject: Distributor Agreement

We are pleased to inform you that [Your Company Name] has agreed to appoint you as our distributor for [specific products/services] within [geographic area/territory].

Terms of Agreement:

1. ****Duration****: This agreement will commence on [start date] and will remain in effect until [end date], subject to renewal.

2. ****Responsibilities****: You will be responsible for [list of specific responsibilities].

3. ****Pricing and Payments****: The pricing structure and payment terms will be as follows: [details].

4. ****Sales Targets****: A minimum sales target of [amount] must be achieved by [date].

5. ****Termination****: This agreement may be terminated by either party with [number] days written notice.

Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Distributor's Signature]

[Date]