

[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 confirm our agreement to appoint you as our authorized distributor of [Products/Services] in the [specified territory]. This letter outlines the key terms and conditions of our partnership.

1. ****Effective Date****: This agreement will begin on [start date] and remain in effect until [end date] unless terminated earlier in accordance with the provisions outlined herein.

2. ****Responsibilities of Distributor****:

- a. Promote and sell the products within the designated territory.
- b. Maintain adequate inventory levels.
- c. Provide customer support and address inquiries related to the products.

3. ****Pricing and Payment Terms****:

- a. Products will be sold to the distributor at a price of [price].
- b. Payment terms shall be [terms, e.g., net 30 days].

4. ****Confidentiality****: Both parties agree to keep confidential any proprietary information obtained during the course of this agreement.

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

Please review this letter and, if you agree to the terms outlined above, sign and return a copy to us. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Signature Line for Distributor]

[Distributor's Name]

[Date]