

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally present our distributorship agreement for your review. This document outlines the terms and conditions under which [Your Company Name] will distribute [Products/Services] within [Geographic Area].

We believe that this partnership will be mutually beneficial, allowing us to leverage our strengths and reach our shared goals effectively.

Attached to this letter, you will find a copy of the agreement for your consideration.

Please review the document and feel free to reach out with any questions or for further discussions. We are looking forward to your feedback and are excited about the opportunity to work together.

Thank you for considering this partnership.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]