

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] has officially confirmed your appointment as a distributor for our products in the [specific territory or market].

This confirmation is based on our mutual agreement dated [date of agreement], and it reflects our confidence in your capabilities to represent our brand and products effectively.

As a distributor, you will have access to [mention any resources, training, or support provided], which we believe will aid in achieving our mutual goals.

Please find enclosed the Distributor Agreement outlining the terms and conditions of our partnership. We request you to review it, sign, and return a copy to us at your earliest convenience.

We look forward to a successful collaboration and are excited about the opportunities that lie ahead. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your commitment to [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Distributor Agreement]