

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Proposal for Distributorship
I hope this letter finds you well.

1. ****Introduction****

Briefly introduce your company and its background.

2. ****Purpose of the Proposal****

Clearly state the intention to propose a distributorship agreement.

3. ****Benefits of Partnership****

Highlight the advantages of your proposed distributorship for both parties, including market reach, product quality, and support.

4. ****Product Range****

Provide an overview of the products you wish to distribute and their market potential.

5. ****Distribution Strategy****

Outline your proposed strategy for marketing and distributing the products.

6. ****Support and Training****

Describe any training or support your company will offer to the distributor.

7. ****Financials****

Present an overview of the financial terms, such as pricing, margins, and any initial investment requirements.

8. ****Next Steps****

Suggest a follow-up meeting or call to discuss the proposal in more detail.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company Name]