

[Your Company Letterhead]

[Date]

[Distributor's Name]

[Distributor's Address]

[City, State, Zip Code]

Dear [Distributor's Name],

Subject: Distributorship Terms and Conditions

We are pleased to inform you that after careful consideration, [Your Company Name] has decided to appoint you as a distributor of our products. Below are the terms and conditions governing this distributorship agreement:

1. ****Duration of Agreement****

This agreement will commence on [start date] and shall continue until [end date], unless terminated by either party in accordance with the terms herein.

2. ****Territory****

The distributor will have the right to sell products within the following territory: [define territory].

3. ****Products Covered****

This agreement covers the following products: [list products].

4. ****Pricing and Payment Terms****

a. The pricing structure is as follows: [details on prices].

b. Payment terms are [specify payment terms and deadlines].

5. ****Orders and Delivery****

The distributor must place products orders via [method of ordering], and delivery will be made within [timeframe] after the order is confirmed.

6. ****Marketing and Promotion****

The distributor agrees to actively promote the products and adhere to the marketing guidelines provided by [Your Company Name].

7. ****Reporting and Performance Evaluation****

The distributor will provide sales reports on a [specify frequency] basis to [Your Company Name] for performance evaluation.

8. ****Termination Clause****

This agreement may be terminated by either party with [number of days] days' written notice for any reason.

9. ****Confidentiality****

Both parties agree to keep all proprietary information confidential and not disclose it to third parties.

10. ****Governing Law****

This agreement shall be governed by the laws of [jurisdiction].

Please sign below to confirm your acceptance of these terms and conditions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed:

[Distributor's Name]

[Title]

[Date]

Please return a signed copy of this letter to [Your Company Name].