

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] of [Your Company Name]. We are [brief description of your company, e.g., "a leading company in the distribution of consumer goods"] and are interested in exploring a potential partnership with [Recipient Company Name] as a distributor of your products.

After conducting thorough market research, we believe that there is a significant demand for your products in our region. Our established distribution network and dedicated sales team would enable us to effectively promote and distribute [specific products or product line] to our customer base.

We would appreciate the opportunity to discuss the possibility of becoming an authorized distributor for [Recipient Company Name]. We are confident that a partnership would be mutually beneficial and contribute to the growth and success of both our companies.

Please let us know a convenient time for you to discuss this further. I look forward to your positive response.

Thank you for considering our request.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]