

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

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

Dear [Recipient Name],

Subject: Proposal for Establishing a Distributorship

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are a reputable [brief description of your company, e.g., supplier of high-quality products in specific industry] based in [Your Location].

We are reaching out to explore the possibility of establishing a distributorship agreement with [Recipient Company Name], as we believe our products complement your existing offerings and align with your market strategy.

Enclosed with this letter, you will find our product catalog, pricing details, and company profile for your review. We are confident that a partnership between our companies will be mutually beneficial and help expand both our market reach.

We would greatly appreciate the opportunity to discuss this proposal further and explore potential collaboration. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting at your earliest convenience.

Thank you for considering our proposal. We look forward to the possibility of working together.

Warm regards,

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