

**\*\*Consignment Agreement CGC Letter Template\*\***

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Consignment Agreement for [Product/Items Name]

I hope this letter finds you well. This communication serves as a formal confirmation of our consignment agreement dated [Agreement Date] regarding the consignment of [Product/Items Description].

**1. \*\*Parties Involved\*\***

This agreement is entered into by [Your Company Name], hereinafter referred to as the "Consignor," and [Recipient Company Name], hereinafter referred to as the "Consignee."

**2. \*\*Description of Goods\*\***

The goods covered under this agreement include:

- [List of Items]

**3. \*\*Terms of Consignment\*\***

- **\*\*Consignment Period:\*\*** [Start Date] to [End Date]
- **\*\*Commission Rate:\*\*** [Percentage]% of the sale price
- **\*\*Payment Terms:\*\*** [Payment Frequency and Terms]

**4. \*\*Responsibilities\*\***

The Consignee agrees to:

- Promote and sell the goods in a diligent manner.
- Provide monthly sales reports detailing sales and inventory levels.
- Return unsold inventory at the end of the consignment period.

**5. \*\*Liabilities\*\***

Both parties will adhere to the liabilities as specified in the detailed agreement document.

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above. Should you have any questions, feel free to reach out.

Thank you for your cooperation. I look forward to a successful partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

**\*\*Acceptance:\*\***

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[Recipient Name]

[Title]

[Company Name]

[Date]