

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

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

Dear [Recipient Name],

Subject: DVD Distribution Agreement

I am writing to propose a distribution agreement between [Your Company Name] and [Recipient Company Name] regarding the distribution of our DVD titles.

[Your Company Name] is dedicated to [briefly describe your company and the type of DVDs you produce]. We believe that working with [Recipient Company Name] will enhance our reach and ensure the success of our titles in the market.

This agreement will outline the terms and conditions concerning the distribution rights, including [mention any specific terms such as duration, territories, royalties, and any additional responsibilities]. We are confident that this partnership will be mutually beneficial, and we look forward to discussing this opportunity further. Please let us know a convenient time for you to meet and explore this proposal in detail.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]