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[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Subject: OEM Authorization for Gemstone Products
Dear [Recipient Name],
We, [Your Company Name], hereby authorize [Recipient Company Name] to act
as our Original Equipment Manufacturer (OEM) for the production and
distribution of our gemstone products. This authorization is effective as
of [Start Date] and will remain in effect until [End Date], unless
revoked in writing.
Details of the authorization are as follows:
1. **Products Covered**: [List of gemstones, e.g., diamonds, rubies,
etc.]
2. **Scope of Work**: [Brief description of the manufacturing
process/products]
3. **Terms of Agreement**: [Outline any agreements, terms, or conditions]
This letter serves as a formal confirmation that [Recipient Company Name]
has the right to use [Your Company Name] branding and associated
intellectual property for the purposes stated above.
We trust that this collaboration will enhance our mutual interests and
bring value to both parties.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]
[Your Company Address]
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[Company Seal or Signature]