

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: OEM Authorization for Gem Supply

We, [Your Company Name], located at [Your Company Address], hereby authorize [Supplier Company Name], located at [Supplier Address], to act as our official OEM supplier for our line of gem products.

This authorization grants [Supplier Company Name] the right to manufacture, distribute, and sell our products under the [Your Company Name] brand. The agreement is effective from [Start Date] and will remain in effect until [End Date], unless terminated earlier by either party with written notice.

[Supplier Company Name] must adhere to our quality standards and branding guidelines as specified in our attached agreement. Any deviations must be approved in writing by [Your Company Name].

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

[Attachments: Agreement/Terms and Conditions]