

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OEM Authorization for [Product Name/Description]

We, [Your Company's Name], hereby authorize [Recipient's Company Name] to manufacture and distribute [Product Name/Description] under our brand name. This authorization is effective from [Start Date] and will remain valid until [End Date/Condition].

The details of the authorized product are as follows:

- ****Product Description:**** [Brief Description]
- ****Specifications:**** [List any relevant specifications]
- ****Brand Name:**** [Your Brand Name]

As part of this agreement, [Recipient's Company Name] agrees to adhere to our quality standards and guidelines for [Product Name/Description].

Please acknowledge receipt of this letter and confirm your acceptance of the terms of this OEM authorization by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Acknowledgement and Acceptance:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Signature]

[Date]

[Company Seal, if applicable]