

****OEM Letter Format Template:****

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

[Introduction: Briefly introduce the purpose of the letter.]

[Body Paragraph 1: Explain the details regarding the OEM collaboration, including key specifics.]

[Body Paragraph 2: Discuss any critical timelines, expectations, or requirements.]

[Body Paragraph 3: Address potential questions or clarify points that may need further explanation.]

[Conclusion: Summarize the key points and express the desire for further communication.]

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]