

****[Your Company Letterhead]****

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

****Subject: OEM Letter for GEM****

This letter serves to confirm that [Your Company Name] is an Original Equipment Manufacturer (OEM) for the [specific product or component] used in [describe GEM application or purpose].

****Product Details****

- Product Name: [Product Name]

- Model Number: [Model Number]

- Specifications: [Brief specifications or details]

****OEM Agreement****

As part of our OEM relationship, we affirm the following:

- [List any key agreements or understandings regarding the product]

- [Mention any warranties or support provided]

****Intellectual Property Rights****

We acknowledge that all proprietary information, designs, and branding associated with the product remain the intellectual property of [Your Company Name].

****Contact Information****

For further queries or clarifications, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your collaboration and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

****Enclosure:**** [List any enclosures, if applicable]