

**\*\*[Your Company Letterhead]\*\***  
[Date]  
**\*\*To:\*\***  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
**\*\*Subject:\*\*** OEM Letter for GEM  
Dear [Recipient's Name],  
1. **\*\*Introduction\*\***  
- Briefly introduce your company and its relationship with the recipient.  
2. **\*\*Purpose of the Letter\*\***  
- Clearly state the intention of the letter, specifying the OEM collaboration for GEM.  
3. **\*\*Product Details\*\***  
- Provide details about the products being OEMed, including specifications and features.  
4. **\*\*Terms and Conditions\*\***  
- Outline key terms and conditions relevant to the OEM agreement, including pricing, timelines, and responsibilities.  
5. **\*\*Confidentiality Clause\*\***  
- Reference any confidentiality agreements that protect both parties' proprietary information.  
6. **\*\*Contact Information\*\***  
- Provide contact details for further discussion or inquiries.  
7. **\*\*Closing\*\***  
- Thank the recipient for their consideration and express eagerness to collaborate.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]