

Distributor Contract Review

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Distributor Name]

[Distributor Address]

[City, State, Zip Code]

Dear [Distributor Contact Name],

We hope this message finds you well. As part of our ongoing partnership, we are conducting a review of our current distributor contract dated [Insert Contract Date]. We believe it is important to ensure that our agreement reflects our mutual interests and the evolving market conditions.

We would like to request a meeting to discuss any areas of the contract that may require clarification or amendment. Please let us know your availability in the coming weeks so we can arrange a suitable time for both parties.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]