

# Distributor Terms and Conditions Negotiation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to engage in discussions regarding the terms and conditions of our distribution agreement. As we both seek to establish a mutually beneficial relationship, we would like to propose the following points for negotiation:

## Terms for Consideration:

- **Distribution Territory:** [Specify proposed territories]
- **Pricing Structure:** [Outline pricing terms and conditions]
- **Minimum Order Quantities:** [Propose quantities]
- **Payment Terms:** [Detail payment terms]
- **Delivery Schedule:** [Propose delivery timelines]
- **Termination Clause:** [Define termination conditions]

We believe that addressing these areas will help us create a strong foundation for our partnership. We are open to your feedback and suggestions on the proposed terms.

Thank you for considering our proposal. We look forward to your response and to working together to finalize an agreement that meets our mutual interests.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]