

Terms Discussion Letter

Date: [Insert Date]

To: [Distributor Name]

Address: [Distributor Address]

Dear [Distributor Contact Name],

We are writing to discuss the terms of our distributor contract as we prepare for our upcoming collaboration. We believe that establishing clear terms will benefit both parties and ensure a successful partnership.

Proposed Terms

- **Scope of Distribution:** [Details about the product range, regions, etc.]
- **Pricing Structure:** [Proposed pricing and any discounts]
- **Payment Terms:** [Details about payment methods and schedules]
- **Duration of Agreement:** [Contract duration and renewal options]
- **Performance Metrics:** [Sales targets and reporting requirements]
- **Termination Clause:** [Conditions under which the contract can be terminated]

We would like to schedule a meeting to discuss these terms in further detail. Please let us know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]