

Introduction Letter to Potential Distributor

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Distributor's Name]
[Distributor's Position]
[Distributor's Company Name]
[Distributor's Company Address]
[City, State, Zip Code]

Dear [Distributor's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are a [brief description of your company and what it does, e.g., "leading manufacturer of eco-friendly products"].

We are currently seeking new distribution partners in [specific location/region] and believe that your company aligns well with our values and objectives. We are impressed by [mention something specific about the distributor's company, e.g., "your extensive network and commitment to quality"].

I would appreciate the opportunity to discuss how we can work together to bring our products to a wider audience. Please let me know a convenient time for us to connect or if you need any additional information about our offerings.

Thank you for considering this potential partnership. I look forward to the possibility of collaborating with you.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]