

# Export-Import Agency Agreement Confirmation

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our Export-Import Agency Agreement as discussed. This agreement outlines the terms and conditions under which [Your Company Name] will act as the exclusive agent for [Recipient Company Name] in the [specific region or country].

The main terms of the agreement include:

- Effective Date: [Insert Effective Date]
- Duration of Agreement: [Insert Duration]
- Commission Structure: [Insert Commission Details]
- Responsibilities of Each Party: [Briefly Outline Responsibilities]

We believe this partnership will be mutually beneficial and look forward to a successful collaboration.

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for your trust in [Your Company Name]. We are excited to work together.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Name]  
[Your Position]

Enclosure: Copy of the Agreement