

Distribution Agreement

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our agreement regarding the distribution of [Product/Service] in [Territory]. This letter outlines the key terms of our distribution agreement.

1. Appointment

[Your Company Name] hereby appoints [Recipient Company Name] as a non-exclusive distributor for the distribution of [Product/Service].

2. Term

This agreement shall commence on [Start Date] and shall continue for [Period] unless terminated in accordance with the terms herein.

3. Obligations

[Recipient Company Name] agrees to undertake all reasonable efforts to promote and sell the products in the specified territory.

4. Compensation

Details regarding pricing, commissions, and payment terms will be outlined in a separate schedule attached to this agreement.

5. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information exchanged during the course of this agreement.

If you agree to the terms outlined above, please sign and return a copy of this agreement by [Deadline Date].

Thank you for your attention to this matter. We look forward to a mutually beneficial relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: [List any attached documents]