

# Letter of Intent for Distribution Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to express our interest in exploring a potential distribution agreement between [Your Company] and [Recipient Company]. We believe that a partnership could mutually benefit both parties by expanding our market reach and enhancing product availability.

Our company specializes in [brief description of your products/services], and we are particularly interested in how your distribution capabilities could complement our business goals. We see a significant opportunity for growth in [specific market or region].

We would appreciate the opportunity to discuss this matter further and explore how we can work together. Please let us know your availability for a meeting or call in the coming weeks.

Thank you for considering this opportunity. We look forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]