

# Distribution Contract Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to request a review of the distribution contract dated [Insert Contract Date]. We appreciate our partnership and believe that a thorough review will help ensure that both parties' interests are protected moving forward.

Please find attached the current contract along with any relevant documents for your consideration. We would like to propose a meeting on [Insert Date] to discuss our observations and any potential modifications that may be necessary.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]