

Sample Business Letter for Partnership Proposal Seeking Product Distribution Agreement

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are a [brief description of your company, e.g., "leading provider of high-quality consumer electronics" or "innovative manufacturer of eco-friendly household products"] based in [Location].

We have been following the impressive growth of [Recipient's Company Name] in the [industry/market segment] and are particularly interested in your extensive distribution network and your strong reputation for customer service and reliability.

In light of our shared commitment to excellence, we are seeking to establish a strategic partnership with [Recipient's Company Name] by proposing a product distribution agreement. We believe that distributing our [product(s) or product line] through your channels will create substantial value for both of our companies, leveraging our strengths to reach new markets and satisfy growing customer demand.

Key highlights of our proposed partnership include:

- Exclusive/non-exclusive distribution rights for [specified region(s) or markets]
- Competitive pricing and attractive margins for your company
- Comprehensive marketing and technical support
- Training programs for your sales staff to ensure product knowledge
- Joint promotion and advertising opportunities
- Flexible supply and logistics arrangements tailored to your needs

We are confident that this partnership will not only expand the market presence of our products but also contribute to [Recipient's Company Name]'s portfolio, enhancing customer satisfaction and driving mutual business growth.

Please let us know a convenient time for a call or meeting to discuss the proposal in detail. We are open to negotiating terms that best fit the interests and objectives of both our companies.

Thank you for considering this opportunity. We look forward to the possibility of working together and building a strong, successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]