

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Proposal for Sole Distributorship

Dear :

I am writing to propose that I become your sole distributor for light bulbs. I am writing this letter in reference that you have had some problems with your other light bulb distributors. I realize that broken light bulbs are of no use to your company. I have looked at my distribution records and note that we could easily handle your account. As our past business will imply, I have provided you with top quality products. As you will also note, my products are always packaged securely.

Please contact me at your convenience regarding this proposal.

Sincerely,

N A M E