

Formal Agency Appointment Letter

Subject: Appointment as Authorized Agency

Dear [Recipient Name],

We are pleased to inform you that [Company Name] has appointed your organization as our authorized agency for [specific region or product/service]. This appointment authorizes you to represent our company, promote our products, and handle sales or services as per the terms outlined.

This appointment is valid from [start date] to [end date], subject to compliance with our policies and procedures. We look forward to a successful and mutually beneficial collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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