

Provisional Agency Appointment Email

Subject: Provisional Appointment as Agency

Dear [Recipient Name],

We are pleased to provisionally appoint your company as our agency for [territory/product/service] effective immediately. This provisional appointment will remain in effect until the formal agreement is finalized.

Please review the attached guidelines and confirm your acceptance. We are confident that this partnership will yield excellent results.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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