Quick Agency Appointment Message

Subject: Agency Appointment Notification

Hi [Recipient Name],

We are happy to appoint your company as our official agency for [product/service]. Effective immediately, you are authorized to represent us in [region]. Please confirm receipt of this message. Regards,

[Your Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/agency-appointment-letter