

Formal appointment letter for agent template

Dear [Agent Name],

We are pleased to formally appoint you as our authorized agent for [Company Name] effective from [Start Date]. Your responsibilities will include [specific duties], and you will represent the company in matters related to [specific areas or regions].

This appointment is subject to the terms and conditions outlined in the attached agreement. Please acknowledge your acceptance by signing and returning a copy of this letter.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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