Provisional or Preliminary Distributor Appointment Letter Template

Dear [Name of the Distributor],

Re: Provisional Distributor Appointment Letter

We are pleased to extend this provisional distributor appointment letter to [Name of the Distributor], with reference to our discussions and negotiations. This letter outlines the initial terms and conditions of your distributorship with [Your Company Name].

This provisional appointment is effective as of [Effective Date], and we will work together under these terms while we finalize the formal distributor agreement. Please note that this provisional distributorship is subject to the successful completion of all due diligence, credit checks, and legal formalities.

1. Product/Service: You will be appointed as a distributor for [Specify the product(s) or service(s)].

2. Territory: Your distribution territory will include [Specify the geographical area or region]. Please refer to the formal distributor agreement for any exclusivity or restrictions associated with this territory.

3. Term: This provisional distributorship will remain in effect until a formal distributor agreement is executed or until either party provides a written notice of termination, with [Specify notice period] days' notice.

4. Pricing and Payment Terms: Pricing and payment terms will be further detailed in the formal distributor agreement. Until then, the standard pricing and payment terms of [Your Company Name] apply.

5. Marketing and Promotion: You are expected to actively promote and market our products/services in your territory. We will provide you with marketing materials and support as outlined in the formal distributor agreement.

6. Compliance: You are expected to comply with all relevant laws and regulations governing the distribution and sale of our products/services.

7. Confidentiality: You will be required to sign a non-disclosure agreement (NDA) to protect our

proprietary information.

8. Termination: Either party can terminate this provisional distributorship at any time with notice, as mentioned in section 3, or for cause in accordance with the terms of the formal distributor agreement.

9. Governing Law: This provisional distributorship will be governed by the laws of [Specify the governing jurisdiction].

Please note that this provisional distributor appointment letter is not a binding contract and is subject to the execution of a formal distributor agreement that will supersede this provisional arrangement.

We look forward to building a mutually beneficial business relationship and achieving success together. If you have any questions or need further clarification on any of the points mentioned in this letter, please do not hesitate to contact us.

Sincerely,

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