

Business Proposal Letter For Distributorship

From,

Date

To,

Dear Ms. Strazza

I am writing this letter to inform you that with a unanimous decision by members of the Board of Directors, your proposal has been accepted. We hereby confirm in affirmative to your proposal. We need further clarification on some terms and conditions mentioned in the proposal. We suggest you to fix a meeting to discuss on these points.

Attached herewith are the agreements papers that need to be sent back to us duly filled with other necessary documents of the company.

If you have any queries related to this project, please feel free to contact us at _____ or email us on _____

We are looking forward to working with you.

Yours truly,

CJA Helmons