

Distributor Announcement Letter Sample, Template and Example

From,
Priya Singh
Blue Waters
19, Yellow Estate

To,
Aliya Seth,
Vice President

Subject: Distributor Announcement Letter

Respected sir,

I am the Spokesperson of Blue waters and I am very delighted to update you that we officially granted the authority of the distribution of fans in Delhi. As we just got a good response from our product in Mumbai also, so we just have decided to distribute our products in Delhi also.

You are among our respected and old retailers and we just try our best to deliver quality products to you. As you know that our company is one of the most trusted companies in delivering stable products. When you sign a deal with us, you will be well aware of the fact that doing business with us just leads to success. We ensure the steady, timely and top-class delivery of our products.

We will send you a batch of electric fans as a trial for your further satisfaction. If you will like it and approve it, we will be delighted to start a business with you.

Looking forward to your positive response and long partnership deal.

Thank you,
Priya Singh.