

Sample of Appointment Letter

Date of Letter XY GmbH & Co.
(Manufacturer of Equipment)
Full Address Postcode, Country.
Tel: +49 (0) XXXX / XXXX-X Fax: +49 (0) XXXX / XXXX-XX
E-mail Address: _____ Website: _____

Name of Agent
Full Address Postcode,
Country.
Attention: Full Name

Designation

Dear Sir,

RE: EXCLUSIVE APPOINTMENT LETTER

We, (name of principal) hereby confirm that your company, (name of agent) has been appointed as our **EXCLUSIVE AGENT** specifically in oil and gas market in the territory of Sudan for our product as follows:

NO. PRODUCT

1. Circuit Breaker
2. Fuse
3. Protection Relay

This appointment will be effective from the date hereof for a period of **Three Years** and must be renewed in writing before expiration.

Thank you.
Yours faithfully,