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,