

**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: [xxx@xy.de](mailto:xxx@xy.de) Website: [www.xx.de](http://www.xx.de)

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,



XY GmbH & Co.  
Full Name  
Designation