[Print on ... address]

<<Recipient's Name>>
<<Company / Business Name...
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

<u>Sale of <<insert ...tion>> Business</u>

I am writing to notify you that t... ...me / description>> (the "Business") of <<insert busine... ...) is to be sold to <<insert business name>> (the "Purcha... ...insert date>> (the "Effective Date").

In order that you may continue... ...**[**distributor**]** for the Business after the Effective Date, **[**we**] O**... ...e following:

1. In this letter "the Agree... ...t described in the Schedule to this letter.

2. The Purchaser will obs... ...ponsible for all obligations of the Vendor under or in... ...ement.

3. You will release the Ve... ...ns under or in connection with the Agreement.

4. The Purchaser will be e... ...enefits under the Agreement in place of the Vendor.

5. The transfer of rights a... ...ective from the close of business on the Effecti...

Communications concerning s... ...**OR [**services**]** of the Business made on or prior to the close o... ...ve Date should continue to be sent to the Vendor. Communi... ...of **[**products**] AND/OR [**services**]** of the business mad... ...be sent to the Purchaser, for the attention of <<insert name...

The Purchaser has countersig... ...its agreement to these proposals. **[**We**] OR [**I**]** shoul... ...dly confirm that you also agree by returning the duplicat... ...tersigned by you.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert...

<<Insert details of relevant cor