

コレポソ作成例

Re: Formation of our international business in ASEAN area

Dear Mr. xxxxx,

We discussed the above subject internally with our people here.

As a result, we would like to inform you of our Company policy on this matter as below:

As you may know , we have reliable distributors in several countries overseas and they are selling our products in their own way under terms and conditions of distributorship agreement. Under such agreements, we export our products directly to our distributors overseas and payment for each shipment is made directly to us as Principals not as Agents.

We would like to adopt the same business manner in Singapore and other ASEAN countries. We understand in ASEAN market, especially in Singapore, you are so powerful and influential in this field that we are still greatly interested in establishing direct business with you as Principals based on distributorship agreement.

However, unfortunately, Mr. △△△△'s opinion makes it impossible for us to enter into direct business with you. He is still insisting that we should do business with you through Mr. △△△△ himself, which is not our desire.

We would like to know what you think about this situation. Please let us have your frank and honest comments on this matter as soon as possible.

Thanking you in advance for your cooperation we remain with best regards,