

## **Request Letter to Distributor to Expand Coverage**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

We are pleased with your services as our distributor. The effort and energies that you are putting into your work are highly admirable. Thumbs up for your professional work as well as committed promises in all dealings that we ever made! Dear Mr. [distributor's name] since you are making sales within the town, we want you to expand your services to the nearby towns as well. This will allow us to bring our product into the reach of more people and will eventually benefit you as well. If you find this suitable, inform us so that we may increase our production accordingly. Also, you're requested to meet me at my office so that we may discuss this matter in detail. Thank you again!

Sincerely,

**[Your Name]**

[Your Title] -Optional-