

Sales Promotion Permission Notice for Retailers

To:

[Retailer's Name]

[Retailer's Address]

From:

[Company Name]

[Company Address]

Subject:

Permission to Conduct Sales Promotion

Details of Promotion:

Promotion Title : [Enter Promotion Title]

Promotion Period : [Start Date] to [End Date]

Products Involved : [List Products]

Promotion Mechanics : [Brief Description]

Terms & Conditions:

1. All promotion materials must be approved by [Company Name] prior to use.
2. The promotion is valid only for the duration specified above.
3. Retailer agrees to abide by the guidelines set by [Company Name].
4. [Add other relevant terms as needed.]

Kindly acknowledge receipt of this notice and confirm your participation in the promotion as per the details outlined above.

Authorized by:

Name: _____

Title: _____

Date: _____

Received & Agreed by:

Name: _____

Title: _____

Date: _____