

# 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:**

- All promotion materials must be approved by [Company Name] prior to use.
- The promotion is valid only for the duration specified above.
- Retailer agrees to abide by the guidelines set by [Company Name].
- [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.

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Authorized by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Received & Agreed by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_