*Sample of a Confirmation Letter of Products to request the issuance of Letter of Recommendation signed by the Commercial/Trade Attaché for Exporting Product/s with HS Code to its Agent/Distributor/Representative office in Indonesia.*

### COMPANY’S LETTER HEAD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Ref.

.................. date, .....................................

To: **Commercial Attaché**

Embassy of the Republic of Indonesia

38 Grosvenor Square

London W1K 2HW

**CONFIRMATION LETTER**

Dear Sir/Madam,

Pursuant to the Decree of Minister of Trade No. 59/M-DAG/PER/9/2012 dated 21 September 2012, regarding general importer’s identification number (API-U), this letter serves to confirm that ……(*name and address of the appointed Indonesian Company)*……………is authorized to act as Agent / Distributor / Representative Office\* of ...... (*name and address of company in UK/Ireland)*........ for the Territory of Indonesia (attached, a copy of legalized Letter of Authorization/Agreement stating the appointment).

…..(*name of the appointed Indonesian Company)*…..is authorized as our agent/distributor\* in Indonesia market and be responsible for all matters pertaining to the importation of the following products (*with a minimum of 4 digits HS Code*) / the attach List of products\*:

|  |  |
| --- | --- |
| **Product Name** | **HS Code** |
| …………………………… | 000000 |
| …………………………… | 000000 |
| …………………………… | 000000 |
| …………………………… | 000000 |

In accordance with the aforementioned Decree, we kindly request the good offices of the Commercial Attaché to issue the necessary Letter of Recommendation to be used in Indonesia.

We are looking forward to continuing our good business relationship with …..(*Indonesian Company)…* and the Indonesia Government.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

\*) *Choose one*