

**Date:** [Insert Date]

**To:** [Recipient Name/Company Name]

**Address:** [Insert Address]

**From:** [Your Name/Company Name]

**Address:** [Insert Address]

**Subject:** Stipulation of Exclusivity and Volume Requirements

Dear [Recipient Name],

This letter serves to formally outline the exclusivity and volume requirements regarding the agreement between [Your Company Name] and [Recipient Company Name] for the supply of [Product/Service Name].

**1. Exclusivity:**

During the term of this agreement, [Recipient Company Name] agrees to purchase [Product/Service Name] exclusively from [Your Company Name]. [Recipient Company Name] shall not solicit, purchase, or accept similar goods or services from any third-party providers within the [Insert Geographic Area or Market Segment].

**2. Minimum Volume Requirements:**

To maintain the pricing and terms currently established, [Recipient Company Name] commits to the following minimum purchase volumes:

- **Monthly Minimum:** [Insert Amount/Quantity]
- **Quarterly Minimum:** [Insert Amount/Quantity]
- **Annual Minimum:** [Insert Amount/Quantity]

**3. Shortfall Provisions:**

In the event that the actual purchase volume falls below the stipulated minimums, [Your Company Name] reserves the right to adjust unit pricing, apply a shortfall fee, or re-evaluate the exclusivity status of this partnership.

**4. Duration:**

These stipulations shall remain in effect for the duration of the contract, beginning on [Start Date] and ending on [End Date], unless otherwise amended in writing by both parties.

Please acknowledge your receipt and acceptance of these terms by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

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**Acknowledgment and Acceptance:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_