[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Disclosure of Real Estate Representation regarding [Property Address/Description]

Dear [Client Name],

This letter serves to formally confirm the nature of the professional relationship between [Real Estate Agency Name] and yourself regarding the real estate transaction for the property located at [Property Address].

Please be advised that [Agent Name] is acting as your [Buyer's / Seller's / Dual] agent. As your representative, our firm is committed to performing the following duties:

- Providing information regarding current market conditions and comparable properties.
- Assisting in the preparation and presentation of offers and counter-offers.
- Facilitating communications between all parties involved in the transaction.
- Disclosing all known material facts regarding the property or the transaction as required by law.

This representation is subject to the terms and conditions outlined in the signed [Listing Agreement / Buyer Representation Agreement] dated [Date]. This letter does not alter the fiduciary duties owed to you, nor does it guarantee a specific outcome regarding the purchase or sale price of the property.

Please acknowledge your receipt of this disclosure and your understanding of this representation by signing below.

Sincerely,

[Agent Signature]
[Agent Name]
[Real Estate Agency Name]

Acknowledgment:

I/We, the undersigned, hereby acknowledge receipt of this Representation Letter and understand the role of [Real Estate Agency Name] in this transaction.

_____
[Client Signature]

[Date]