

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Real Estate Representation

To whom it may concern,

Please be advised that I, [Agent Name], of [Brokerage Name], am formally representing [Client Name(s)] in their capacity as [Buyer/Seller/Tenant/Landlord] regarding the property located at [Property Address].

Effective immediately, please direct all future correspondence, documents, and negotiations related to this matter to my attention at the contact information provided below.

Should you have any questions regarding this representation or require further documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

[Real Estate License Number]

[Brokerage Name]

[Phone Number]

[Email Address]

cc: [Client Name]