[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Broker Name]
[Brokerage Firm]
[Firm Address]
[City, State, Zip Code]

RE: Broker Representation Agreement

Dear [Broker Name],

This letter serves to formally appoint [Brokerage Firm] as our exclusive broker/representative for the purpose of [buying / selling / leasing] the property or interests described below:

1. Property/Transaction Scope: [Provide description of property, asset, or territory].

2. Term: This representation shall begin on [Start Date] and expire on [End Date], unless extended or terminated in writing by both parties.

3. Broker Duties: As our representative, you are authorized to negotiate on our behalf, provide market analysis, and facilitate communications with third parties. All final decisions and contracts remain subject to our written approval.

4. Compensation: Our agreement regarding commissions or fees is as follows: [Insert commission percentage or flat fee structure].

5. Exclusivity: During the term of this agreement, we agree to refer all inquiries regarding this transaction to you and will not appoint another broker for this specific scope.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Accepted and Agreed:

[Broker Signature]
[Date]