

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Disclosure of Conflict of Interest and Referral for Property located at: [Property Address]

Dear [Client Name],

Thank you for choosing [Your Name/Company Name] to assist you with your real estate needs. While performing a routine conflict check regarding the potential transaction for the property mentioned above, I have identified a conflict of interest.

Specifically, [explain the nature of the conflict, e.g., I represent the seller of this property / I have a personal relationship with the buyer / I am a partial owner of the development company].

To ensure that your interests are protected with undivided loyalty and to maintain the highest ethical standards, I cannot represent you in this specific matter. Therefore, I am referring you to the following professional who can provide the independent representation you require:

[Referred Agent/Broker Name]

[Company Name]

[Phone Number]

[Email Address]

I have informed [Referred Agent Name] that you may be contacting them, but I have not shared any of your confidential information. You are, of course, free to select any other agent or firm of your choosing.

I value our relationship and would be happy to continue working with you on other future transactions where no such conflict exists. Please sign below to acknowledge that you have received this disclosure and referral.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your License Number]

Acknowledgment:

I, [Client Name], acknowledge that I have been informed of the conflict of interest described above and have received the referral for independent representation.

Signature: _____ Date: _____