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{{client_address}} · {{client_city_state_zip}} · {{client_phone}}

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 $\{\{\text{notice_date}\}\}$
$$\{\{\text{recipient_address}\}\}$$

RE: {{property_address}} — Agency relationship with {{office_name}}

Dear {{recipient_name}},

The relationship we have with you.

As your agent we owe you loyalty, reasonable care, disclosure of material facts, obedience to lawful instruction, confidentiality of information you give us, and a full accounting of money and property that passes through our hands.

{{client_name}} may represent both a buyer and a seller in the same transaction. If that happens in your transaction, we will tell you in writing and ask for your written consent before continuing. In that situation we cannot advocate for one of you against the other, and we will not disclose what either of you has told us in confidence, including what price either of you would accept.

We are required to disclose material facts about the condition of the property that we know, whether or not you ask, and whether or not the disclosure helps your position.

Sincerely,

{ {signer_title}}

Disclosure of Agency Relationship | Version {{document_version}}
Approved {{version_approved_on}} by {{version_approved_by}}