

# Letter of Representation

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Representation for Property Transaction

I, [Your Name], hereby represent [Client's Name] in the transaction concerning the property located at [Property Address]. This letter serves to formally appoint me as the authorized representative for all matters related to this transaction, including but not limited to negotiations, communications with relevant parties, and the execution of necessary documents.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further clarification regarding this representation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]