

Commission Disclosure for Property Transaction

Date: [Insert Date]

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

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Re: Commission Disclosure for Property Transaction

This letter serves to inform you about the commission structure regarding your property transaction involving [Property Address or Description].

The total commission for this transaction is [insert percentage]% of the final sale price. This commission will be divided as follows:

- Listing Agent: [insert percentage]%
- Buyer's Agent: [insert percentage]%

Should you have any questions regarding this commission structure or any other aspects of the transaction, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]