

# Representation Agreement Notice

Date: [Insert Date]

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

Dear [Recipient's Name],

This letter serves as a notice to inform you that a representation agreement has been established between [Your Name/Your Company] and [Client's Name/Client's Company]. The agreement outlines the terms and conditions under which we will represent [Client's Name/Client's Company] in [specific matters or services].

Details of the agreement include:

- Agreement Start Date: [Insert Start Date]
- Scope of Services: [Briefly Describe Services]
- Duration of Agreement: [Insert Duration]
- Compensation Structure: [Insert Compensation Details]

Please feel free to reach out if you have any questions regarding this agreement or its terms. We appreciate your trust and look forward to a fruitful collaboration.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]