

Confirmation of Agency Representation Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our agreement for agency representation between [Agency Name] and [Client's Name]. This agreement will commence on [Start Date] and shall continue until [End Date] or until terminated as per the terms outlined in the agreement.

Below are the key points of our representation agreement:

- Scope of Services: [Briefly describe the services to be provided]
- Commission Structure: [Outline terms for commission fees]
- Duration: [Clarify the length of the agreement]

Please review and sign the attached agreement at your earliest convenience. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for choosing [Agency Name]. We look forward to working together to achieve your goals.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]