

# CONFIRMATION MEMORANDUM

**NOTE:** This form is used by an agent when a conversation has occurred regarding critical negotiations or a contract, to state the terms discussed and confirm the content of the conversation.

**DATE:** \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

<b>TO:</b> _____ Company _____ Address _____ _____ Phone _____ Fax _____ Email _____
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<b>FROM:</b> _____ Company _____ Address _____ _____ Phone _____ Fax _____ Email _____
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**FACTS:**

1. This memorandum confirms our conversation regarding the following contract:

- |   |   |
|---|---|
| <input type="checkbox"/> Listing/retainer agreement | <input type="checkbox"/> Rental/lease agreement       |
| <input type="checkbox"/> Purchase agreement         | <input type="checkbox"/> Trust deed loan number _____ |
| <input type="checkbox"/> Escrow number _____        | <input type="checkbox"/> _____                        |

dated \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California,  
entered into by \_\_\_\_\_, as the \_\_\_\_\_, and  
\_\_\_\_\_, as the \_\_\_\_\_,  
regarding real estate referred to as \_\_\_\_\_.

**MEMORANDUM:**

2. On \_\_\_\_\_, 20\_\_\_\_, at approximately \_\_\_\_\_  a.m.,  p.m.,  
you and I personally spoke  by phone, or  in person at (*place*) \_\_\_\_\_.

3. We agreed to the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Your cooperation and commitment are appreciated and will be relied upon.
5. If this memorandum does not accurately state your understanding of our conversation, please contact me immediately to correct or clarify this memorandum.

**Signed and mailed this date.**

Broker: \_\_\_\_\_

By (print): \_\_\_\_\_

Signature: \_\_\_\_\_