**The broker has ceased his activities on his own account**

**to act on behalf of an agency**

**[Date]**

**Mr. (Mrs.) [Name]**

Address

City (Québec)

Postal code

**Subject: Brokerage contract No. [brokerage contract number]**

Dear Client:

Please note that since **[date],** I have ceased my activities on my own account and am now acting on behalf of the **[name of agency]** agency.

In accordance with the section entitled: "CHANGE AFFECTING THE AGENCY OR THE BROKER BOUND BY A BROKERAGE CONTRACT" of the OACIQ brokerage contract which you have signed with me, your contract is consequently cancelled as of that date.

If you wish to continue doing business with me, please notify me as soon as possible so that I may arrange to meet with you and have you sign a new brokerage contract that will bind you to the **[name of agency]** agency, on whose behalf I now act.

**[salutation]**

**[signature]**