

[Your Name]
[Your License Number]
[Current Agency Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Announcement of Retirement and Transfer of Real Estate Services

Dear [Client Name],

I am writing to formally announce that I will be retiring from the real estate industry, effective [Date]. It has been a true privilege assisting you with your real estate needs over the years, and I am deeply grateful for the trust you have placed in me.

To ensure that you continue to receive the highest level of professional service, I have carefully selected [Successor Name] to take over my professional portfolio. [Successor Name] is an experienced agent with [Agency Name] who shares my commitment to integrity and client satisfaction.

Effective [Date], all your active files, records, and future real estate inquiries will be managed by [Successor Name]. You can reach them at:

[Successor Name]
Phone: [Successor Phone Number]
Email: [Successor Email Address]
Website: [Successor Website]

I have fully briefed [Successor Name] on our current projects and your specific preferences. They will be reaching out to you shortly to introduce themselves and answer any questions you may have during this transition.

Thank you again for your business and for being a valued part of my career. I wish you the very best in all your future real estate endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]