

[Date]

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

Dear [Client Name],

I am writing to share some important news regarding my real estate practice. After [Number] years of serving this community, I will be [retiring / transitioning to a new role / moving out of the area] effective [Date].

It has been a privilege working with you, and ensuring that your future real estate needs are met with the highest level of care remains my top priority. With this in mind, I am pleased to introduce you to [Successor Name], who will be taking over my client portfolio.

I have selected [Successor Name] specifically because of [his/her/their] expertise, integrity, and commitment to excellence. I am confident that [he/she/they] will provide you with the same dedicated service you have come to expect from me.

To ensure a seamless transition, I have shared the relevant details of our past work together with [Successor Name]. You can reach [him/her/them] at:

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

[Successor Name] will be reaching out to you in the coming days to introduce [himself/herself/themselves] personally. In the meantime, if you have any immediate questions, please do not hesitate to contact me.

Thank you for your trust and your business over the years. I wish you the very best in all your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]