

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Transition of Your Real Estate Services

Dear [Client Name],

It has been a pleasure working with you on your real estate needs. To ensure you continue to receive the highest level of service and professional care, I am writing to introduce you to [New Agent Name].

Effective [Date], [New Agent Name] will be taking over the management of your account. They are an experienced professional within [Company Name] and share my commitment to achieving the best results for our clients. I have personally briefed them on your specific goals and the current status of your [property/search].

You can reach [New Agent Name] directly at:

- Phone: [New Agent Phone Number]
- Email: [New Agent Email Address]

I will be working closely with [New Agent Name] during this transition period to ensure all documents and details are transferred seamlessly. Should you have any immediate questions regarding this handover, please feel free to contact me before [Transition Date].

Thank you for your continued trust and for allowing us to assist you with your real estate journey.

Best regards,

[Your Name]

[Your Title]

[Company Name]