

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

[Date]

Dear [Client Name],

After [Number] rewarding years in the real estate industry, I am writing to share the news that I will be officially retiring on [Retirement Date].

It has been a true privilege to assist you with your real estate needs over the years. I am deeply grateful for the trust you placed in me and for the relationships we have built. Helping you find the right home and navigate the market has been the highlight of my career.

To ensure you continue to receive the highest level of service, I am pleased to introduce [Successor Name] as my successor. I have worked closely with [Successor Name] for [Number] years and have complete confidence in their expertise, integrity, and dedication to clients. I know you will be in excellent hands.

[Successor Name] will be reaching out to you shortly to introduce themselves. In the meantime, you can contact them at [Successor Phone Number] or [Successor Email Address].

Thank you again for your loyalty and for being a part of my professional journey. I wish you and your family all the best for the future.

Sincerely,

[Your Signature]

[Your Printed Name]