

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Real Estate Services

Dear [Client Name],

It has been a pleasure working with you to achieve your real estate goals. I am writing to personally inform you of an upcoming change regarding the management of your account.

Effective [Date], [New Agent Name] will be taking over as your primary point of contact at [Company Name]. I have worked closely with [New Agent Name] to ensure they are fully briefed on your specific needs, preferences, and the current status of your [Transaction/Listing/Search].

I am confident that [New Agent Name]'s expertise and dedication will provide you with the high level of service you expect. All of your files, documents, and relevant information have been securely transferred to ensure a seamless transition without any interruption to your service.

Your New Point of Contact:

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

I will remain available until [Date] to answer any questions you may have during this handover. Thank you for your continued trust and for allowing us to assist you with your real estate needs.

Best regards,

[Your Name]

[Your Title]

[Company Name]