

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Property Listing at [Property Address]

Dear [Client Name],

I am writing to share some personal news with you. After [Number] wonderful years in the real estate industry, I have decided to officially retire, effective [Retirement Date].

It has been a privilege working with you to list your home. My primary goal remains ensuring that your property is sold quickly and for the best possible price. To guarantee that you continue to receive the highest level of service during this transition, I have personally selected [New Agent Name] to take over your active listing.

I have full confidence in [New Agent Name]'s expertise and dedication. They are a top-performing agent at [Brokerage Name] and are already fully briefed on the details of your property and our current marketing strategy. I am certain they will provide the same care and professionalism that you have come to expect.

Your New Point of Contact:

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

[New Agent Name] will be reaching out to you on [Day of Week/Date] to introduce themselves and discuss the next steps for your listing. In the meantime, I will be working closely with them to ensure a seamless transfer of all files and communications.

Thank you for trusting me with your real estate needs. It has been an honor to serve you, and I wish you nothing but the best in the sale of your home and your future endeavors.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Brokerage Name]