

Current Date: [Date]

Client Name: [Client Name]

Client Address: [Client Address]

Client City, State, Zip: [City, State, Zip]

Subject: Important Update Regarding Your Real Estate Representation

Dear [Client Name],

I am writing to inform you of a change regarding your real estate account management with [Brokerage/Company Name].

Effective [Effective Date], your buyer portfolio is being reassigned from [Outgoing Agent Name] to [Incoming Agent Name]. This transition is part of our commitment to ensuring you receive the highest level of service and dedicated attention during your property search.

Your new representative, [Incoming Agent Name], brings extensive experience in [Specific Area or Market] and is fully briefed on your specific criteria, preferences, and current progress. Rest assured that all your records, search parameters, and documents have been securely transferred.

New Point of Contact Information:

- Name: [Incoming Agent Name]
- Phone: [Agent Phone Number]
- Email: [Agent Email Address]

[Incoming Agent Name] will be reaching out to you within the next [Number] business days to introduce themselves personally and discuss the next steps in your home-buying journey.

Should you have any immediate questions regarding this transition, please feel free to contact our office at [Office Phone Number].

We appreciate your continued trust in [Brokerage/Company Name].

Sincerely,

[Your Name/Manager Name]

[Title]

[Brokerage/Company Name]