

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Phasing Out Real Estate Services - [Property Address/Project Name]

Dear [Client Name],

We are writing to formally notify you that [Real Estate Firm Name] is undergoing a strategic restructuring of our business operations. As a result of these changes, we are phasing out our [Specific Practice Area, e.g., Residential Sales / Property Management] services.

This letter serves as formal notice that our professional relationship regarding [Description of Services] will conclude on [Effective Date].

**Status of Current Matters:**

Regarding your current file, [State status of active listings, pending offers, or management duties]. We will continue to provide necessary support until the effective date mentioned above to ensure a smooth transition.

**Next Steps and Records:**

We recommend that you secure new representation as soon as possible. Upon your written request, we will transfer your digital files and relevant documentation to your new broker or representative. We will retain our copies of your records for [Number] years in accordance with state regulatory requirements.

**Financial Matters:**

[Include details regarding final invoices, return of escrow funds, or commission structures for pending deals].

We have valued our professional relationship and thank you for the opportunity to have represented your real estate interests. If you have any questions regarding this transition, please contact [Name/Contact Person] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

[Real Estate Firm Name]