**Changing Real Estate Firm Letter Template**

<Client name and address block>

Hello <first name>,

I have exciting news to share: I am moving on up in the world and changing real estate firms! My new firm is <firm name> and I start <next week>. <firm name> allows me <insert characteristics such as: greater flexibility, independence, and creativity> in my work so that I can better serve client needs. Many clients know me for providing service above and beyond that of my peers. Now, with my new firm, I can offer an even higher quality of service. As you may already know, my services include:

* Real estate sales
* Real estate purchases
* Real estate home staging
* Local real estate market reports
* Local real estate market expertise and guidance
* Real estate professional referrals (for those moving to another state or country)
* Real estate leasing (commercial, industrial, retail, residential)
* Other: do you have a unique real estate issue that you need assistance with? I am happy to work with you to find solutions.

I greatly value the business and personal relationship I have with you and hope that you will consider contacting me for any of your future real estate needs. My updated contact information is below.

Best Wishes,

<first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.