**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>