

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Agent's Name]
[Agent's Brokerage Name]
[Brokerage Address]
[City, State, Zip Code]

Dear [Agent's Name],

Subject: Real Estate Transfer Notification

I hope this message finds you well. I am writing to inform you of my decision to transfer my real estate representation for the property located at [Property Address] to [New Agent's Name] of [New Brokerage's Name].

This decision has been made after careful consideration, and I appreciate all the hard work and dedication you have provided during our time together.

Please consider this letter as formal notice of the transfer. I kindly ask that you provide any necessary documents and facilitate the handover process to ensure a smooth transition for all parties involved.

Thank you for your assistance and understanding. I wish you continued success in your real estate career.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]