

Transition Notice

Date: [Insert Date]

Dear [Business Partner's Name],

I hope this message finds you well. I am writing to inform you that, effective [Transition Date], I will be transitioning my role as your insurance agent to [New Agent's Name] at [New Agency Name].

It has been a pleasure working with you, and I want to assure you that [New Agent's Name] is highly qualified and will continue to provide you with the exceptional service you have come to expect.

Should you have any questions or require assistance during this transition, please feel free to reach out to me or directly to [New Agent's Name] at [New Agent's Contact Information].

Thank you for your understanding and continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Agency Name]