

# Transition Notice

Dear Valued Client,

We hope this message finds you well. We want to inform you of a transition regarding your insurance services.

Effective [Transition Date], I, [Current Agent Name], will be transitioning my responsibilities to [New Agent Name]. [New Agent Name] is a highly qualified professional who will ensure a seamless continuation of your insurance needs.

Rest assured, your policies will remain in place, and [New Agent Name] will contact you shortly to introduce themselves and discuss any ongoing needs.

Thank you for your trust and support during this transition. Should you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Current Agent Name]  
[Current Agent Contact Information]