

Transition Notice

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your insurance services.

Effective [Transition Date], I, [Your Name], will be transitioning my role as your insurance agent to [New Agent's Name]. [New Agent's Name] is a qualified professional who will continue to provide you with the highest level of service and support.

Please feel free to reach out to [New Agent's Name] at [New Agent's Phone Number] or [New Agent's Email] for any inquiries or assistance you may require. I am confident that [New Agent's Name] will take excellent care of your insurance needs.

Thank you for your understanding and trust during this transition. It has been a pleasure working with you.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]