

# Important Transition Notice

Dear Valued Client,

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

As of [Effective Date], I will no longer be your insurance agent at [Current Agency Name]. I am transitioning to [New Agency Name] where I will continue to provide you with the highest level of service and support.

Rest assured, your policies will remain active, and I will still be your point of contact for any inquiries or assistance you may need. You can reach me at my new contact details:

- Email: [New Email Address]
- Phone: [New Phone Number]

I would like to take this opportunity to thank you for your trust and support throughout our partnership. I look forward to continuing our relationship at my new agency.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title]  
[New Agency Name]