**Moving Office Letter Template**

<Client name and address block>

Hello <first name>,

We at <firm name> have exciting news to share: we’re moving! We’re moving on up in the world and need <insert characteristics such as: “a change in scenery” or “more space” or “greater access to local business resources”> so that we can better serve client real estate service needs.

Many clients know us for our exceptional service that goes above and beyond. Now, in our new office space we can offer an even higher quality of service. As you may already know, our services include:

* Real estate sales
* Real estate purchases
* Real estate home staging
* Local real estate market reports
* Local real estate market expertise and guidance
* Real estate professional referrals (for those moving to another state or country)
* Real estate leasing (commercial, industrial, retail, residential)
* Other: do you have a unique real estate issue that you need assistance with? We are happy to work with you to find solutions.

We greatly value the business and personal relationship we have with you and hope that you will consider contacting us for any of your future real estate needs. Our updated contact information is below.

Best Wishes,

<first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.