**New Team Letter Template**

<Client name and address block>

Hello <first name>,

I would like to share an exciting development in our real estate practice: [new REALTOR name] has joined [firm name] of [city, state] as a real estate agent. [new REALTOR name] and I will partner to form [team name], a seasoned team that will serve our clients through [new REALTOR name]’s connections and my market knowledge and experience.

As we welcome [new REALTOR name] and announce team [team name], we take time to reflect on our strengths and align our business specialties. We pride ourselves on our ability to truly listen to clients’ needs and connect them with opportunities that best match those needs. Additionally, we maintain an open-door policy and return phone calls and email promptly to ensure responsive, transparent, and personable service [include other strengths or business practices].

Please feel free to contact us about the following real estate services:

* 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.

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

Best Wishes,

<first name of teammate #1> < first name of teammate #2>

<Contact block with names

RE license #s

firm name

firm address

emails, phones, 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.