

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Announcement – To Clients that You Have Changed Jobs

Dear :

It has been my pleasure to be able to serve as your literary agent for the last 5 years. I must say that not only have you brought laughter into my life, but so have your delightfully funny, yet cynical books on the everyday events of life. It has been a pleasure to watch and assist your growth in becoming a household name.

I am writing to inform you that I have accepted a position as a literary editor and will no longer be serving as your literary agent. However, I have located a number of literary agents that I believe would be best suited to you and your work. I have enclosed their names and contact information for you. You may contact them at anytime.

I apologize for any inconveniences this may cause. I thank you for allowing me to be your literary agent. I wish you all the best in both your literary and personal pursuits. If you have any questions concerning this change or have any questions in the future, please do not hesitate to contact me.

Sincerely,

N A M E

Enclosure