

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Date]

Dear [Family/Friend Name],

I am writing to share some exciting news regarding a significant change in my life. After much reflection, I have decided to "right-size" my living situation to better align with my current goals and lifestyle.

As part of this transition, I will be moving from my current home to a new space that is more manageable and better suited for this next chapter. This move represents an intentional choice to simplify my surroundings, reduce maintenance, and focus more on the activities and people I love.

While I am looking forward to this fresh start, leaving my current home brings back many fond memories of the times we have shared here. I want to thank you for being a part of those moments.

Please update your records with my new contact information, effective [Date]:

New Address:

[New Street Address]
[New City, State, Zip Code]

My phone number and email address will remain the same. I look forward to welcoming you to my new home once I am settled in.

Warmly,

[Your Signature]
[Your Printed Name]