[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Consultant/Professional Name]
[Company Name]
[Address]
[City, State, Zip Code]

Dear [Consultant Name],

I am writing to request a formal consultation regarding my plan to transition my current vacation property into my primary residence for retirement.

The property is located at: [Vacation Property Address].

I would like to discuss the following aspects of this transition:

- Tax implications of changing the property status from a secondary to a primary residence.
- Necessary renovations or accessibility modifications for long-term aging in place.
- Financial planning regarding local property taxes and cost-of-living adjustments.
- Legal considerations regarding residency requirements and estate planning.

Please let me know your availability for an initial meeting and your fee structure for these services. I have attached a brief summary of the property details for your review.

Thank you for your time and expertise. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]