

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

[Date]

[Recipient Name]  
[Recipient Title/Relationship]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Transition to a Low-Maintenance Condominium Lifestyle

Dear [Recipient Name],

I am writing to share some exciting news regarding a significant change in my living situation. After careful consideration, I have decided to transition from my current residence to a low-maintenance condominium located at [New Property Name/Location].

The primary reason for this move is to simplify my lifestyle and reduce the time and physical effort required for home upkeep. By moving into a condominium, I will be delegating tasks such as landscaping, exterior repairs, and snow removal to the association management. This change will allow me to focus more on my personal interests, health, and family.

My official move-in date is scheduled for [Date]. Please update your records with my new mailing address provided below:

[New Address]  
[Unit Number]  
[City, State, Zip Code]

I am looking forward to this new chapter and the peace of mind that comes with a maintenance-free home. If you need any further information or wish to schedule a time to visit once I am settled, please let me know.

Sincerely,

[Your Signature]

[Your Printed Name]