

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

Subject: Inquiry Regarding Potential Property Trade/Downsizing Opportunity

Dear [Recipient Name],

I am writing to you because I am currently looking to downsize from my large family home and noticed your property at [Recipient Address]. Having lived in my current residence for [Number] years, I am now seeking a smaller, more manageable home, while yours appears to be the ideal size for my next chapter.

My current property is located at [Your Address]. It is a [Number]-bedroom, [Number]-bathroom home featuring [mention 2-3 key features, e.g., a large backyard, finished basement, or modern kitchen]. It has been a wonderful space for raising a family, but it is now more space than I require.

I am reaching out to see if you might be interested in a "trade" or a coordinated sale/purchase. This could be an excellent opportunity if you are currently looking for more square footage, additional bedrooms, or a larger lot without the traditional stresses of the open market.

If you have ever considered moving into a larger home or are curious about the possibility of an exchange, I would love to chat. This is a preliminary inquiry, and there is absolutely no obligation.

Please feel free to call or text me at [Your Phone Number] or email me at [Your Email] if you would like to discuss this further.

Thank you for your time and consideration.

Sincerely,

[Your Name]