

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

To [Recipient Name/Family/Friends/Neighbors],

I am writing to share some exciting news regarding a new chapter in my life. After much consideration, I have decided to sell my home and relocate to a dedicated retirement community.

I have chosen to move to [Name of Community] located in [City/State]. This move will allow me to enjoy a more maintenance-free lifestyle, access wonderful amenities, and be part of a vibrant community of peers.

My current home will be listed for sale starting on [Date]. I plan to officially move to my new residence on [Move-in Date].

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

[New Address]  
[Unit/Apartment Number]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

I have truly enjoyed my time living here and value the memories we have shared. I hope we can stay in touch, and I look forward to welcoming you to my new home once I am settled.

Sincerely,

[Your Signature]