

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

[Date]

[Recipient Name]
[Recipient Title/Role, if applicable]
[Recipient Address]
[City, State, Zip Code]

Subject: Reaching Out Regarding My Move and Downsizing

Dear [Recipient Name],

I am writing to share some exciting news regarding a new chapter in my life. Now that my [child/children] [has/have] moved out and started [his/her/their] own journey, I have decided that it is the right time for me to downsize and move to a smaller home that better fits my current needs.

Living in this home has been a wonderful experience, and I will always cherish the memories created here. However, I am looking forward to a simpler lifestyle with less maintenance and more freedom to pursue new interests.

As I begin the process of sorting through my belongings and preparing the house for sale, I wanted to reach out to [you/the neighborhood/my friends] personally. [Optional: Insert specific detail, e.g., If you know of anyone looking for a home in this area, or if you are interested in any items I may be rehoming, please let me know.]

I plan to be settled into my new place by [Target Date]. I will be sure to share my new contact information once I am moved in.

Thank you for being such a wonderful [friend/neighbor/contact] during my time here. I hope we can stay in touch.

Sincerely,

[Your Signature]

[Your Printed Name]