

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address]

Dear [Recipient Name],

I am writing to formally notify you of my intention to downsize my current living/working space at [Address/Unit Number], effective [Date].

After careful consideration, I have decided to transition to a smaller environment. My primary goal in this move is to "trade space for freedom"-specifically to reduce the time, cost, and energy required for maintenance, thereby allowing me more flexibility to focus on [personal goals, travel, or career growth].

Please let me know the necessary next steps regarding the lease transition, final inspections, and the return of my security deposit. I aim to make this process as smooth as possible for both parties.

Thank you for your understanding and for your assistance during my time at this location.

Sincerely,

[Your Signature]

[Your Printed Name]