

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

[Date]

[Recipient Name]
[Title/Relationship, e.g., Financial Advisor or Family Member]
[Organization Name, if applicable]
[Address]
[City, State, Zip Code]

Subject: Strategic Plan for Retirement and Residential Downsizing

Dear [Recipient Name],

I am writing to formally outline my strategy regarding my upcoming retirement and the associated plan to downsize my current residence. The purpose of this letter is to ensure all parties are aligned with my financial and lifestyle objectives during this transition.

1. Retirement Timeline:

My target retirement date is [Date]. At this point, I intend to transition from full-time employment to [Full Retirement/Part-time Consultancy/etc.].

2. Real Estate and Downsizing Goal:

I have decided to sell my current property located at [Current Address] by [Target Sale Date]. The goal is to move into a smaller, more manageable residence that reduces monthly overhead and maintenance responsibilities. My target location for the new residence is [City/Area].

3. Financial Objectives:

Through this downsizing process, I aim to:

- Release equity from my current home to bolster my retirement savings.
- Lower annual property taxes and utility costs.
- Allocate approximately \$[Amount] for the purchase of the new property.

4. Asset Liquidation and Distribution:

Prior to the move, I will begin the process of liquidating non-essential physical assets, including [Furniture/Vehicles/Collectibles]. Items of sentimental value will be distributed to family members as discussed.

5. Next Steps:

[Optional: Mention specific actions like "I will schedule a meeting with my realtor" or "I request a review of my portfolio based on these changes"].

I look forward to discussing this strategy further to ensure a smooth transition into this next phase of life.

Sincerely,

[Your Signature]

[Your Printed Name]