

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Guide to Our Downsizing Process

Dear [Recipient Name],

As we prepare for our upcoming move to a smaller home, I wanted to share our step-by-step plan for downsizing our belongings. Please follow the guide below to ensure a smooth transition:

Step 1: Sorting and Categorizing

We will go through each room and sort items into four specific categories: Keep, Sell, Donate, and Discard. Please mark items clearly with colored stickers or labels.

Step 2: Inventory Management

For items in the "Keep" category, we must verify they fit the dimensions of the new floor plan. Any large furniture that does not fit will be moved to the "Sell" or "Donate" list.

Step 3: Selling and Rehoming

Valuable items not being kept will be listed on online marketplaces or included in a garage sale scheduled for [Date]. Family heirlooms will be offered to relatives during the week of [Date].

Step 4: Donation and Disposal

All remaining usable items will be dropped off at [Charity Name] by [Date]. Items that are broken or unusable will be scheduled for bulk trash pickup or recycling.

Step 5: Final Packing

Once only the "Keep" items remain, we will begin packing by room, ensuring every box is labeled with its contents and its designated room in the new house.

Thank you for your help and cooperation during this process.

Best regards,

[Your Signature]