Date: [Insert Date]

To: [Landlord or Property Manager Name]
From: [Your Name]
Property Address: [Your Current Address]

Dear [Landlord Name],

I am writing to formally request a transfer to a larger housing unit or to notify you of my need for a larger home. Due to a new addition to my family, my current residence no longer meets our space requirements.

I have enjoyed living at [Current Address] and would prefer to stay within your management if a larger unit (e.g., [Number] bedrooms) becomes available. If you have any upcoming vacancies that fit this description, please let me know the availability and the process for transitioning my lease.

If you do not have any larger units available, please accept this letter as my formal notice that I will be looking for alternative housing at the end of my current lease term on [Lease End Date].

Thank you for your time and for being a great landlord. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]