

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

[Date]

[Recipient Name]
[Recipient Address]

Dear [Recipient Name],

I am writing to formally request your professional assistance with downsizing and decluttering my current residence located at [Address].

As I prepare to transition to a smaller living space, I require help with the following tasks:

- Sorting and categorizing household items and personal belongings.
- Identifying items for sale, donation, recycling, or disposal.
- Organizing the remaining items to fit efficiently into my new home.
- Coordinating the removal or transport of unwanted goods.

I would like to schedule an initial consultation to discuss my timeline, the scope of the project, and your service fees. Please let me know your availability for a brief meeting or phone call.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]