

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

[Date]

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

Subject: Referral for Downsizing Transition Services - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to you for assistance with their upcoming downsizing transition. They are currently planning to move from their residence at [Client Current Address] to a smaller home and require professional support to manage this process.

Specifically, [Client Name] is looking for help with:

- Space planning and floor plans for the new residence.
- Sorting, decluttering, and organizing belongings.
- Coordinating the disposal, donation, or sale of unwanted items.
- Managing the logistics of the move day.

I believe your expertise in downsizing transitions would be an excellent fit for their needs. I have provided [Client Name] with your contact information, and they are expecting a call from you to discuss your services and pricing.

You can reach [Client Name] directly at [Client Phone Number] or [Client Email Address].

Thank you for taking care of this referral. Please let me know if you require any further information regarding this transition.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]