

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

[Date]

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

Subject: Your Step-By-Step Downsizing Strategy Consultation

Dear [Recipient Name],

I am writing to formally invite you to a personalized Downsizing Strategy Consultation. We understand that transitioning to a smaller home is more than just a move-it is a significant lifestyle change that requires careful planning and a clear roadmap.

During our session, we will walk through our proven step-by-step framework to ensure your move is stress-free and efficient:

- **Step 1: Goal Alignment** - Defining your timeline and lifestyle needs for your next chapter.
- **Step 2: Asset Assessment** - Evaluating your current property value and identifying which belongings will fit your new space.
- **Step 3: Decluttering & Disposition** - Strategies for sorting, selling, or donating items with minimal emotional strain.
- **Step 4: Market Preparation** - Determining high-impact updates to maximize your home's resale value.
- **Step 5: Transition Logistics** - Coordinating the move-out and move-in process to ensure a seamless handoff.

Our goal is to provide you with a comprehensive plan so you can move forward with confidence and peace of mind.

Please let us know a convenient time for you to meet, or feel free to call me directly at [Your Phone Number] to schedule your consultation.

We look forward to helping you navigate this exciting new journey.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]