

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

[Date]

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

Dear [Recipient Name],

I am writing to you because I am currently working with several clients who are looking to simplify their lives by transitioning into low-maintenance, downsized properties. As you know, finding the right home that balances comfort with a lock-and-leave lifestyle requires a specific touch.

Because I value your professional judgment and your connection to the community, I wanted to ask if you know of anyone-perhaps a friend, family member, or neighbor-who is considering trading a high-maintenance yard and unused rooms for a more manageable, modern living situation.

My goal is to make this transition as seamless and stress-free as possible for my clients. If you know of someone who could benefit from my specialized services in the downsizing market, I would truly appreciate the referral.

You can pass my contact information along to them, or feel free to reply to this letter with their details, and I will reach out to offer a complimentary consultation.

Thank you for your time and for your continued support.

Best regards,

[Your Signature]

[Your Printed Name]