

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Important Update: Simplifying My Living Space

Dear [Recipient Name],

I am writing to share some exciting news with you. After much thought, I have decided to simplify my lifestyle and downsize to a smaller, more manageable home.

As I prepare for this transition, I am focused on decluttering and keeping only the items that are most essential or meaningful to me. This move marks a new chapter focused on experiences and simplicity rather than maintaining a large space.

Please note that my new address as of [Date of Move] will be:

[New Street Address]

[New City, State, Zip Code]

My phone number and email address will remain the same. I would love to have you over to see the new place once I am settled in.

Thank you for your support during this transition.

Best regards,

[Your Name]

[Your Current Phone Number]