

[Date]

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

Dear [Name],

I am writing to share some exciting news regarding my upcoming move. After much consideration, I have decided to transition to a smaller, more manageable home at [New Neighborhood/Community Name].

While moving can often feel overwhelming, my goal is to make this process as stress-free as possible. This change is about simplifying my life, focusing on what truly matters, and enjoying a fresh start in a space that better fits my current lifestyle.

Please note my new contact information effective [Moving Date]:

New Address: [Your New Street Address, Unit #, City, State, Zip]

Phone Number: [Your Phone Number]

Email: [Your Email Address]

I am currently in the process of sorting through my belongings. If there are specific items or mementos you have expressed interest in previously, please let me know soon. Otherwise, I look forward to welcoming you to my new home once I am settled in.

Thank you for your support during this positive transition.

Warmly,

[Your Signature]
[Your Printed Name]