

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

Dear [Recipient Name],

Transitioning to a smaller home is an exciting new chapter, but we understand that the process of thinning out years of belongings can feel overwhelming. To help make your move as smooth as possible, we have put together this step-by-step downsizing guide.

### **Step 1: Start Early and Small**

Begin the process at least three months before your move. Start with non-emotional areas like the linen closet, laundry room, or junk drawer to build momentum.

### **Step 2: The Three-Pile System**

As you go through each room, sort items into three categories:

- **Keep:** Essentials and items that fit the floor plan of your new home.
- **Gift/Sell:** Items to pass down to family or sell via online marketplaces and yard sales.
- **Donate/Discard:** Items that are still useful but no longer needed, or things that are broken.

### **Step 3: Measure Your New Space**

Before deciding which furniture to keep, obtain the dimensions of your new residence. Ensure that your favorite pieces will not only fit through the door but also allow for comfortable movement in the smaller rooms.

### **Step 4: Digitize When Possible**

Reduce physical clutter by scanning old photos, filing cabinets of paperwork, and DVDs. Digital copies take up zero physical square footage.

### **Step 5: One Room at a Time**

Focus on completing one entire room before moving to the next. This provides a sense of accomplishment and keeps the rest of the house from becoming a construction zone.

We are here to support you throughout this transition. Please reach out if you need recommendations for professional organizers, movers, or local donation centers.

Best regards,

[Your Signature]

[Your Printed Name]