

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

[Date]

[Recipient Name or "Real Estate Agent Name"]  
[Company Name, if applicable]  
[Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Low-Maintenance Townhouse Properties

Dear [Recipient Name],

I am writing to express my interest in downsizing from my current residence to a low-maintenance townhouse. After many years in a larger home, I am looking to simplify my lifestyle and reduce the time and effort required for property upkeep.

I am specifically looking for a property that offers the following features:

- Two to three bedrooms with a functional layout.
- Minimal outdoor maintenance (landscaping and snow removal managed by an association).
- Modern amenities and energy-efficient appliances.
- Proximity to local services, such as grocery stores, pharmacies, and parks.
- A quiet and secure neighborhood.

I am currently in the process of preparing my existing home for sale and would like to begin viewing available townhouse options that meet these criteria. If you have any current listings or upcoming developments that fit this description, please let me know.

I look forward to hearing from you and discussing how we can move forward with this transition.

Sincerely,

[Your Signature]

[Your Printed Name]