

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

[Date]

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

Dear [Recipient Name],

I am writing to share some exciting news regarding a new chapter in my life. After much consideration, I have decided to simplify my lifestyle and downsize to a smaller, more manageable home.

As I transition to this new way of living, I am focusing on prioritizing experiences and quality of life over the maintenance of a larger property. This change will allow me to spend more time on [mention a hobby, travel, or family] and reduce the daily responsibilities of home upkeep.

My new contact information as of [Date] will be:

[New Address]
[New City, State, Zip Code]

Please note that my phone number and email address will remain the same. I would love to catch up soon and hope to welcome you to my new space once I am settled.

Best regards,

[Your Signature]

[Your Printed Name]