

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

[Date]

[Real Estate Agent Name]
[Agency Name]
[Agency Address]

Dear [Agent Name],

I am writing to you because our current home at [Current Address] no longer meets our needs. Our family has outgrown the space, and we are now looking to upgrade to a larger property that offers more room for our growing requirements.

We are interested in listing our current home for sale and simultaneously finding a new property that fits the following criteria:

- Minimum of [Number] bedrooms and [Number] bathrooms.
- Desired neighborhoods: [List Neighborhoods].
- Key features: [e.g., Home office, larger backyard, open floor plan].
- Price range: [Your Budget].

We would like to schedule a time for you to visit our current home to provide a market valuation and discuss a strategy for both selling our existing house and purchasing a new one.

Please let us know when you are available to meet. We look forward to working with you on this transition.

Sincerely,

[Your Signature]
[Your Printed Name]