

[Your Name]  
[Your Company/Agency]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

Dear [Recipient Name],

It was a pleasure speaking with you recently regarding your current property and your thoughts on downsizing. As we discussed, the equity you have built in your home at [Recipient Address] represents a significant financial opportunity for your next chapter.

I am following up to provide a brief overview of the downsizing options we touched upon:

- **Current Market Valuation:** An updated assessment of what your home could sell for in today's market.
- **Equity Analysis:** A calculation of your net proceeds after the sale to determine your budget for a new home.
- **Lifestyle Matching:** Identifying smaller, low-maintenance properties or luxury condos that fit your current needs.
- **Streamlined Transition:** Resources to help with decluttering, moving, and timing the sale of your current home with the purchase of your next one.

My goal is to ensure that you have all the information necessary to make a decision that aligns with your financial and lifestyle goals. There is no rush, but staying informed on market trends will help us move quickly when the timing is right for you.

I have enclosed [mention any brochures or market reports here] for your review. I will give you a call next week to see if you have any questions about these materials.

In the meantime, please feel free to reach out to me directly at [Your Phone Number] if there is anything I can assist you with.

Best regards,

[Your Signature]

[Your Printed Name]