

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure meeting with you on [Date] to discuss your upcoming transition to a smaller, more manageable home. I appreciate you sharing your goals, concerns, and the vision you have for this next chapter of your life.

As we discussed, "rightsizing" is about more than just reducing square footage; it is about enhancing your lifestyle and focusing on what matters most. Based on our conversation, I have summarized the key points of our plan below:

- **Property Valuation:** I am finalizing the market analysis for your current home to ensure we achieve the best possible return.
- **Target Requirements:** We have identified [Number] bedrooms and [Location/Features] as the priority for your new residence.
- **Decluttering Support:** As requested, I have attached a list of professional organizers and local donation centers that specialize in estate transitions.
- **Timeline:** Our goal is to have your current home market-ready by [Date].

I understand that moving from a long-term family home can be an emotional process. My role is to handle the logistics and negotiations so you can focus on the excitement of your new start. I will reach out on [Day of Week] to review the latest property listings that meet your criteria.

In the meantime, if you have any questions or if your priorities have shifted, please do not hesitate to call or email me.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]