

Notification of Change in Housing Preference

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a change in my housing preference regarding [insert specific circumstances, e.g., apartment type, location, etc.].

Due to [insert reason for change, e.g., personal circumstances, job relocation, etc.], I would like to request the following adjustments:

- [Insert Adjustment 1]
- [Insert Adjustment 2]
- [Insert Adjustment 3]

I appreciate your understanding and support in this matter. Please feel free to contact me at [insert your phone number or email] if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]