June 4, 2013

Dear [Resident/Resident Representative Name here],

I have been an adult family home owner since 1999; I thoroughly enjoy the work and recognize the need for excellent care and service for those who live and work here. After much consideration, I have decided to sell my home to another adult family homeowner; she will be taking over ownership in approximately 60 days from today’s date.

The new owner, [name here], is a current owner of another adult family home. She has both experience and skill in her current home, and I am confident she will bring her high expectations and work ethic to this home as well.

Of course it is your choice to remain living in Casa De Amor; while new ownership is certainly a change it is one of my goals to ensure a smooth transition.

[Any change in the home’s policies or operations that may impact the residents’ ability to continue living in the home should be mentioned here].

If you have any questions or concerns, please know that I am available to you at anytime at (425) 789-1341. It has been a pleasure serving your needs here at the adult family home.

Sincerely,

PROVIDER NAME

AFH NAME

ADDRESS