

Military Move Guidance and Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Military Move Guidance and Assistance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request guidance and assistance regarding my upcoming military move. As a service member, it is crucial for me to ensure a smooth transition for myself and my family.

Here are some details regarding my move:

- Current Duty Station: [Current Station]
- New Duty Station: [New Station]
- Projected Move Date: [Date]
- Number of Dependents: [Number]

Any information or resources you could provide regarding the moving process, including logistics, financial assistance, and timelines, would be greatly appreciated. Additionally, if there are specific forms or applications I should complete, please let me know.

Thank you for your attention and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Rank]

[Your Unit]