

Military Relocation Coordination Request

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert Organization/Unit Name]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request coordination for my upcoming military relocation. As a member of [Insert Branch of Service], I am scheduled for transfer to [Insert New Duty Station] on [Insert Date].

Please provide me with the necessary guidance and support to ensure a smooth transition. I would greatly appreciate information on housing availability, transportation options, and any required documentation that may need to be completed prior to my move.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Rank]
[Your Unit/Organization]
[Your Phone Number]
[Your Email Address]