

Military Transfer Aid Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Unit Name]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the military transfer aid available for personnel transitioning to a new duty station.

As a service member with recent orders for transfer to [New Duty Station], I would like to understand the resources and support available to assist with this transition. Specifically, I am interested in information regarding financial assistance, housing options, and relocation services.

If there are specific forms, deadlines, or contacts I should be aware of, I would greatly appreciate your guidance on these matters.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Rank/Position]