

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Agent or Property Manager Name]
[Real Estate Agency Name]
[Agency Address]

Subject: URGENT: Real Estate Assistance for Job Relocation - [Target City]

Dear [Agent Name],

I am writing to request urgent assistance in securing a [rental property/home purchase] in [City/Neighborhood] due to an immediate professional relocation. I have recently accepted a position with [Company Name] and am scheduled to begin work on [Start Date].

Because of this tight timeline, I am looking to finalize a move by [Target Move-in Date]. My specific requirements are as follows:

- **Property Type:** [e.g., Apartment, Single Family Home, Condo]
- **Bedrooms/Bathrooms:** [Number]
- **Budget:** Up to \$[Amount] per month/total price
- **Preferred Areas:** [List specific neighborhoods or proximity to office]
- **Key Needs:** [e.g., Pet friendly, parking, home office space]

I am prepared to provide all necessary documentation immediately, including my employment offer letter, proof of funds, and credit reports, to expedite the process. I am also available for [virtual tours/in-person viewings] on [Dates/Times].

Please let me know if you have any listings currently available that fit these criteria or if you can represent me in this urgent search. I can be reached directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]