

[Date]

[Recipient Name]

[Title]

[Real Estate Agency/Company Name]

[Address]

[City, State, Zip Code]

RE: EXPEDITED REAL ESTATE SERVICES - EXECUTIVE RELOCATION

Dear [Recipient Name],

This letter is to formally notify you that [Executive Name] is undergoing a corporate-mandated executive transfer from [Current City/State] to [New City/State], effective [Start Date].

Due to the seniority of this position and the requirement for a seamless transition, we are requesting expedited real estate services for the [Sale/Purchase] of the property located at:

[Property Address]

Please prioritize this file to ensure that all documentation, inspections, and closing procedures are accelerated to meet the deadline of [Target Closing Date]. We require daily updates regarding the status of the transaction and immediate notification of any potential delays.

All billing and relocation expense documentation should be handled in accordance with the [Company Name] relocation policy. Please coordinate directly with [Relocation Coordinator Name] at [Phone/Email] for financial processing.

Thank you for your prompt attention to this high-priority transfer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]