

Current Date: [Insert Date]

[Real Estate Agent Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Notice of Military Relocation and Request for Listing Assistance

Dear [Agent Name],

I am writing to formally request your professional services in listing my home located at [Home Address] for sale. Due to official military orders for Permanent Change of Station (PCS), I am being reassigned to [New Installation/City] with a report date of [Report Date].

Because of the strict timeline associated with my military relocation, I am looking for an expedited listing process. My goal is to have the property on the market by [Target Date] and ideally closed by [Closing Deadline].

I would appreciate a Comparative Market Analysis (CMA) and your recommendations for preparing the home for a quick sale. Please let me know if you have experience working with military families and if you are familiar with the specific requirements of VA loan assumptions or military relocation benefits.

I am available to meet at the property on [Date/Time] to discuss the listing agreement and marketing strategy. You can reach me via phone at [Phone Number] or email at [Email Address].

Thank you for your prompt attention to this matter and for your support during this transition.

Sincerely,

[Your Name]

[Your Rank/Branch]

[Your Current Phone Number]