

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Referral Request for Out-of-State Relocation Assistance

Dear [Recipient Name],

I am writing to formally request a referral for relocation assistance services. I am currently planning a move from [Current State] to [Destination State], scheduled to take place on [Planned Move Date].

I am seeking support to help facilitate this transition. Specifically, I am looking for information or referrals regarding:

- Financial assistance for moving expenses
- Housing search resources in the new location
- Employment placement services
- Community integration programs

Please let me know if there are specific forms I need to complete or if you require additional documentation regarding my relocation plans. If your office does not handle these requests directly, I would appreciate it if you could point me toward the correct agency or contact person.

Thank you for your time and assistance with this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]