

[Your Full Name]
[Rank / Rate]
[Phone Number]
[Email Address]

[Current Date]

[Housing Office Name]
[Military Base Name]
[Street Address]
[City, State, Zip Code]

Subject: Introduction and Housing Application - [Your Last Name]

To the Housing Office Staff,

My name is [Your Full Name] and I am writing to introduce myself and my family as we prepare for our upcoming Permanent Change of Station (PCS) to [Military Base Name]. My Report Date (No Later Than Date) is scheduled for [Date].

I have attached my PCS orders and the following required documentation for your review:

- Completed DD Form 1746
- Current Sex Offender Policy Acknowledgement
- Dependency Application (NAV/AF/DA Form)

Our family size consists of [Number of Adults] and [Number of Children]. We also have [Number/Type of Pets]. We are interested in [on-base housing / privatized housing / being placed on the waiting list] for a [Number] bedroom unit.

Please let us know if any additional information is required or what our current standing is on the housing waitlist. We look forward to joining the [Base Name] community.

Respectfully,

[Signature]

[Your Printed Name]
[Your Rank]