

Date: [Insert Date]

[Member Rank and Name]

[Unit/Squadron]

[Current Installation/Base]

To: Military Family Readiness Center (MFRC)

Subject: Request for Relocation Assistance - Permanent Change of Station (PCS)

To whom it may concern,

I am writing to formally request relocation assistance services as I prepare for a Permanent Change of Station (PCS) move. My orders direct me to transition from [Current Base Name] to [New Base Name], with a report date of [Reporting Date].

I would like to request the following information and support services:

- Destination area information (schools, housing, and local employment).
- Sponsorship program coordination.
- Relocation financial planning and entitlement counseling.
- Loan Closet availability for household items.
- Resources for spouse employment and childcare at the new installation.

Accompanying me during this move will be [Number of Dependents] dependents. We would appreciate any newcomer orientations or welcome packets available for our new location.

Please let me know when I can meet with a relocation counselor to begin the out-processing checklist. I can be reached at [Phone Number] or [Email Address].

Thank you for your assistance in ensuring a smooth transition for my family.

Sincerely,

[Signature]

[Printed Name]

[Rank/Service Branch]