

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Commander's Rank and Full Name]

[Unit Name]

[Military Installation]

[City, State, Zip Code]

Subject: Introduction of Relocation Support Services for [Unit Name]

Dear [Commander's Last Name],

My name is [Your Name] and I represent [Company Name]. I am writing to introduce our relocation services and express our commitment to supporting the service members and families under your command during their Permanent Change of Station (PCS) transitions.

We understand that relocation is a significant stressor for military personnel. Our goal is to streamline this process, allowing your team to maintain focus on mission readiness while we handle the logistics of their move. Our specialized services include:

- Comprehensive housing search and placement
- Personalized area orientations and school district information
- Logistics coordination for household goods
- Spousal employment resources and community integration

We are familiar with the unique requirements of military life and are dedicated to providing seamless transitions for those serving at [Military Installation].

I would welcome the opportunity to discuss how we can best serve your unit. I have enclosed a brochure with more details and will follow up with your office next week to see if we might schedule a brief introductory meeting.

Thank you for your time and for your leadership of [Unit Name].

Respectfully,

[Your Signature]

[Your Printed Name]

[Your Title]