

[Your Full Name]
[Your Rank/Grade]
[Your Current Unit/Organization]
[Your Phone Number]
[Your Email Address]

[Date]

MEMORANDUM FOR: [Name of Housing Office/Legal Office/Relocation Coordinator]
SUBJECT: Request for Real Estate Document Review for Permanent Change of Station (PCS)

1. I am writing to formally request a professional review of real estate documents related to my upcoming Permanent Change of Station (PCS) from [Current Installation] to [New Installation]. My expected report date is [Report Date].

2. In accordance with [Applicable Regulation/Service Branch Instruction], I am seeking a review of the following attached documents:

- [Lease Agreement / Purchase Contract / Sale Agreement]
- [Military Clause Addendum]
- [Property Management Agreement]
- [Other Relevant Documentation]

3. The purpose of this review is to ensure that all contracts comply with the Servicemembers Civil Relief Act (SCRA) and contain the necessary provisions regarding short-notice deployment or change of orders.

4. Please advise if there are any specific concerns regarding the terms and conditions that might impact my financial liability or housing transition. I am available to discuss this matter further at your earliest convenience.

5. Thank you for your assistance in this matter.

Respectfully,

[Your Signature]
[Your Printed Name]