

[Your Name]
[Your Rank/Service Branch]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Relocation Readiness Program / Housing Office / Command Name]
[Installation Name]

Subject: Request for Recommended Real Estate Agents for Upcoming PCS

Dear [Recipient Name],

I am writing to request a list of recommended real estate agents who specialize in military relocations. I have recently received PCS orders to [Destination Installation/City] with a report date of [Date].

I am specifically looking for agents who are familiar with the Military Corps of Engineers (RELO) programs, the VA home loan process, and the unique challenges associated with military timelines. My primary focus is on [Buying / Selling / Renting] a property in the [Specific Neighborhood or Area] area.

If you have a roster of preferred Military Relocation Professionals (MRP) or agents who have consistently provided excellent service to service members in that region, please share their contact information with me.

Thank you for your time and for the assistance you provide to our military community.

Sincerely,

[Your Signature]

[Your Printed Name]