

[Your Name]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Assistance with Your Upcoming Move to [Destination City]

Dear [Client Name],

Congratulations on your upcoming relocation! My name is [Your Name], and I am a Relocation Specialist with [Company Name]. I understand that moving to a new city involves many moving parts, and I am reaching out to offer my services to ensure your transition to [Destination City] is as smooth and stress-free as possible.

I specialize in helping individuals and families navigate the complexities of moving. My services include:

- Neighborhood research and orientation tours
- Home buying or rental assistance
- School district evaluations
- Coordination of moving logistics and shipping
- Local community resources and utility setup

I would love to schedule a brief introductory call to learn more about your specific needs, timeline, and preferences. Please let me know if you are available on [Day] at [Time], or feel free to suggest a time that works best for you.

I look forward to helping you make [Destination City] your new home.

Best regards,

[Your Signature]

[Your Printed Name]