# Initial Email Message

Dear RECIPIENT NAME

Congratulations on your new assignment and welcome to INSTALLATION NAME. My name is AUTHOR NAME and I will be your sponsor. My job is to make your transfer as easy as possible. During this transition you have many questions about your new job and the surrounding community. I will do my best to research and answer your questions.

To provide you the most valuable and relevant information and support, I’ve attached a fillable form that asks for information about you, your family and your travel plans. Please fill in the form and return it to me at your earliest convenience. Please provide your contact information including email and phone numbers.

Once I receive your form, I will contact you to discuss the information and answer any questions. Please feel free to call me or let me know when is a good time to call you to discuss your needs if you don’t want to complete the form.

Throughout the process, please contact me if you have questions or items that are not addressed in the needs assessment, AUTHOR EMAIL and AUTHOR PHONE NUMBER.

To help you get started on your research, I highly recommend that you visit the following websites:

* [MilitaryINSTALLATIONS](https://installations.militaryonesource.mil/) has a wealth of information on our location including all the important phone numbers.
* [Plan My Move](http://planmymove.militaryonesource.mil/) is a web-based application filled with resources, important articles and tips to help make your move easier. Additionally, there is a calendar to help you track important dates.
* [Military OneSource](http://www.militaryonesource.mil/) has other resources and consultants that can answer any question 24/7 by calling 800-342-9647.
* To apply for housing, please go to the nearest installation housing office with a copy of your orders and fill out [Department of Defense Form 1746](http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage759.html), “Application for Assignment to Housing.” If you do not have access to a housing office, let me know and I will assist you with the process through our housing office.
* If you need child care, you can complete [Department of Defense Form 2606](http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2006.html), “Department of Defense Child Development Program Request for Care Record,” up to 30 days before your permanent change of station.
* [PCS & Military Moves](https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/) is a source of reference information and links you to the Defense Personal Property System, an internet-based system to help manage the moving of your household goods.
* [Homes.mil](https://www.homes.mil/) can help connect you with community housing rental listings located near U.S. military bases. Create an account or login to begin searching for homes at your current or future installation.

I look forward to hearing from you and helping with your transition to the INSTALLATION NAME community. I am sure your assignment here will provide you with many professional opportunities and wonderful memories. I am looking forward to meeting you when you arrive.

Sincerely,

AUTHOR NAME