# Follow-Up Message: Single Civilian Moving

Dear (Single Civilian Moving)

It has been a pleasure communicating with you about your move to (fill in command / installation name). Per our conversation, I am sending you the information you requested. As your sponsor, I will assist you by connecting you with the appropriate contacts for in-processing and relocation needs. Additionally, I am happy to answer any questions you may have.

(INSERT UNIT/INSTALLATION SPECIFIC INFORMATION HERE, i.e., in-processing, temporary lodging, housing, finance, transportation, MWR, etc.)

The following Defense Department resources may be helpful during your relocation process:

**For assistance with the personal property parts of a move (i.e., moving your “stuff”)**

* Your [local transportation office](https://installations.militaryonesource.mil/?looking-for-a=program/program-service=2/focus=program) provides assistance with the personal property part of your move such as understanding entitlements and weight allowances, scheduling your moving shipments, and information about shipping privately owned vehicles, or POVs.
* Visit the Military OneSource [Moving Your Personal Property page](https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/) for comprehensive information about moving personal property and to log in to the Defense Personal Property System, or DPS.
* Use the following link for information about [moving with pets](https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/moving-with-pets/).

**For assistance with moving your “life” (i.e., local community, etc.)**

* Your local [Relocation Assistance Program](https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/military-relocation-assistance-program-benefits/) provides an array of information, services and referrals to help you have as stress-free a move as possible, including predeparture briefings, financial briefings and counseling related to moving costs, community resources, and more. Contact your local [Military and Family Support Center](https://installations.militaryonesource.mil/?looking-for-a=program/program-service=26/focus=program) for more information.

**For general information and resources:**

* The [Military OneSource](https://www.militaryonesource.mil/) website offers information on a broad range of topics, including [PCS and moving resources](https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/).
* The [MilitaryINSTALLATIONS](https://installations.militaryonesource.mil/) website has comprehensive, up-to-date information about your new location, including base essentials, programs and services contacts, community demographics and state resources.

**For help organizing your move:**

* The [Plan My Move](https://planmymove.militaryonesource.mil/) online tool allows you to create customizable moving checklists. It also has articles, helpful tips and links with resources to help you get organized and manage your move.

**For housing information:**

* Contact your local [Housing Office/Government Housing](https://installations.militaryonesource.mil/?looking-for-a=program/program-service=8/focus=program) or visit [HOMES.mil](https://www.homes.mil/homes/DispatchServlet/Back?Mod=HomesWelcome&SSRedir=true).

Remember, you can call or email me anytime. I will be happy to help you make arrangements or answer any questions you may have.

Sincerely,