

Military PCS Transfer Acknowledgment

Subject: Acknowledgment of Transfer Orders - [Service Member Name]

Dear [Commanding Officer/Personnel Office],

I hereby acknowledge receipt of my Permanent Change of Station (PCS) orders dated [Order Date], directing my transfer from [Current Base/Unit] to [New Assignment] effective [Report Date].

Order Details:

- Order Number: [Official order number]
- Current Assignment: [Current position and unit]
- New Assignment: [New position and unit]
- Report Date: [Date to report]
- Dependents: [Number] authorized to accompany

I understand my responsibilities regarding this transfer, including completing required check-out procedures, arranging household goods shipment, and reporting to my new duty station by the specified date.

I request [number] days of leave en route and will coordinate travel arrangements through the Transportation Management Office. My family and I are prepared for this relocation and appreciate the opportunity to serve at the new assignment.

Respectfully submitted,

[Your Signature]

[Rank and Name]

[Service Number]

[Contact Information]

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