

# **Subject: Request for Consideration of Relocation Package**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal for consideration of a relocation package due to my pending transfer to [New Location] for my role as [Your Position] in [Department/Team].

Given the complexities and costs associated with moving, I believe that a relocation package would greatly assist me in making this transition as smooth as possible.

In my current role, I have made significant contributions, including [briefly mention specific achievements or contributions]. With the opportunity to continue my work at [New Location], I am committed to furthering our team's goals and success.

I kindly request a meeting to discuss this matter further at your earliest convenience. Thank you for considering my request; I appreciate your support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]