

# Application for Corporate Relocation Aid

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request assistance with relocation as I prepare to transition to the [New Location] office. As you are aware, I have been offered a position as [Your Position] and am excited about this new opportunity.

In preparation for this move, I would like to inquire about the possibility of receiving corporate relocation aid to help cover the associated expenses. These include costs such as moving services, temporary housing, and travel expenses.

I believe that the support provided through this program will allow me to focus on my new role and settle into the area more effectively.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]