

Request for Job-Related Relocation Funds

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Relocation Funds

Dear [Manager's Name],

I am writing to formally request the release of relocation funds as stipulated in my employment agreement, which I must use to facilitate my upcoming move to [New Location] in order to continue my role as [Your Position] at [Company's Name].

As we discussed during my hiring process, the company offers relocation assistance to support employees during such transitions. My move is scheduled for [Date], and I anticipate incurring expenses related to moving services, temporary housing, and travel.

For your reference, I have attached the relevant documentation, including my moving quote and a list of estimated expenses, to support this request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]