

Inquiry for Moving Expense Reimbursement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the reimbursement process for moving expenses that I incurred during my recent relocation as part of my employment with [Company Name].

As per the company policy, I believe I am eligible for reimbursement for these expenses, and I would like to understand the steps I need to take to submit my request and any necessary documentation required for processing.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]