

# Request for Moving Assistance

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Job Transfer Moving Assistance

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance with the moving expenses associated with my recent job transfer to [New Location]. As you know, relocating can be a significant financial burden, and I would greatly appreciate any support the company could provide in this regard.

Given the circumstances surrounding my transfer and the costs involved, I kindly ask if it would be possible to consider covering a portion of my moving expenses, as outlined in our company's relocation policy.

I believe this assistance would not only ease my transition but also enhance my productivity in my new role. Thank you for considering my request, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]