

# Letter of Preparedness to Relocate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the [Job Title] position at [Company's Name] and to confirm my preparedness to relocate if selected for the role. I understand that the responsibilities associated with this position may require me to move to [Location], and I am fully prepared to make this transition to ensure my commitment to the success of the team and the company.

Having researched [Company's Name] and its culture, I am excited about the opportunity to contribute to [specific project or goal related to the position]. My skills in [mention relevant skills] align with the expectations of the role, and I am eager to bring my experience in [mention relevant experience] to your team.

I appreciate your consideration and look forward to the possibility of discussing my application in more detail. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your time and consideration.

Sincerely,

[Your Name]