

# Relocation Assistance Request

[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 Assistance**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation assistance in connection with my upcoming transfer to [New Location/Department] effective [Transfer Date]. As I prepare for this transition, I would like to discuss the possibility of support to ease the financial burden of moving.

Given that I will be relocating [explain distance or circumstances briefly, e.g., "across the country" or "to a significantly higher cost of living area"], I believe assistance in covering some of the relocation costs would greatly enable my smooth transition and continued productivity at [Company's Name].

I appreciate your consideration of my request and am happy to provide any additional information you may need. Thank you for your support and understanding. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Job Title]