

Relocation Expense Reimbursement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for relocation expenses incurred during my recent move to [New Location] as part of my employment with [Company's Name]. As per our agreement, I believe I am eligible for reimbursement of the following expenses:

- Moving Company Fees: \$[Amount]
- Transportation Costs: \$[Amount]
- Lodging Expenses: \$[Amount]
- Miscellaneous Expenses: \$[Amount]

Attached are the relevant receipts and documentation for your review. The total amount requested for reimbursement is \$[Total Amount]. I appreciate your assistance in processing this request.

Thank you for your attention to this matter. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]