

# Relocation Funding Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance with relocation funding as I prepare to transition to [new location] for [brief reason such as a new job, educational opportunity, etc.]. As I navigate this significant shift, support in the form of funding would greatly alleviate the financial challenges associated with moving.

Details of my relocation include:

- Current Address: [Your Current Address]
- New Address: [Your New Address]
- Reason for Relocation: [Brief explanation]
- Estimated Moving Costs: [Dollar amount]

I believe that this relocation will not only benefit me personally but also contribute positively to [mention relevant benefits to the organization or community]. I would greatly appreciate your review of my request for funding and any assistance you could provide.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]