Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request relocation assistance as I prepare for my upcoming move due to [explain reason for relocation, e.g., job transfer, personal reasons].

As I transition to [new location], I have outlined a few potential costs that I may incur, including [list specific expenses such as moving truck rental, packing supplies, temporary housing, etc.]. I would greatly appreciate any support the company could provide to ease this transition.

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

Sincerely,

[Your Name]