

Relocation Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a relocation reference for my mortgage application as I plan to purchase a new home in [New Location]. As part of this process, my mortgage lender requires a reference that confirms my employment and details regarding my relocation.

It would be greatly appreciated if you could provide a letter that outlines the following:

- Confirmation of my employment status with [Company Name]
- Duration of employment
- Details about my relocation and any support provided by the company

Please send the reference letter directly to my mortgage lender at:

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email]. Thank you very much for your assistance with this matter.

Sincerely,

[Your Name]