

Request for Assistance with Moving Expenses

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number] [Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance with my moving expenses as I transition to [New Location] for my new role as [Job Title].

As discussed during my hiring process, I understand that the company has provisions for supporting employees during relocations. Given the circumstances, I would greatly appreciate any assistance you could provide towards offsetting the costs associated with my move, including transportation, temporary housing, and other related expenses.

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

Sincerely,

[Your Name]