

# Inquiry Regarding Relocation Aid

Dear [HR/Manager's Name],

I hope this message finds you well. I am writing to inquire about the company's policy on relocation assistance for employees. As I am considering a move to [New Location] for [reason, e.g., a new position or promotion], I would like to understand the available support options.

Specifically, I am interested in:

- Financial assistance for moving expenses
- Temporary housing support
- Any additional resources that may be available

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]