

Request for Relocation Assistance

Date: [Insert Date]

To: [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 relocation assistance regarding my upcoming transfer to [New Location]. As per our recent discussions and following the official transfer notice, I will be moving to [New Location] on [Transfer Date].

In order to facilitate a smooth transition, I would appreciate any support the company can provide towards the relocation process, including but not limited to:

- Moving expenses
- Temporary housing assistance
- Travel costs

I believe these measures will not only help ease the transition but also allow me to continue to contribute effectively to our team in [New Location].

Thank you for considering my request. I look forward to your positive response and am happy to discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]