

Relocation Assistance Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Employee Relocation Assistance

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance regarding my upcoming relocation due to my transfer to [New Location/Department] effective [Start Date]. As discussed in our recent meeting, I would like to seek support for the relocation process to ensure a smooth transition.

Here are the details of my relocation:

- Current Address: [Your Current Address]
- New Address: [Your New Address]
- Move Date: [Scheduled Move Date]

I would greatly appreciate your assistance in the following areas:

- Moving Expenses
- Temporary Housing
- Travel Costs

Please let me know if there are any forms or additional documentation needed to facilitate this request. I am looking forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]