

Relocation Package Inquiry

Dear [HR/Manager's Name],

I hope this message finds you well. I am writing to inquire about the details of the relocation package available for employees who are required to move for work-related purposes.

As I prepare for my upcoming relocation, I would appreciate any information regarding:

- Assistance with moving expenses
- Housing support
- Transportation allowances
- Other possible benefits

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]