

Relocation Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for the expenses incurred during my recent relocation to [New Location] as part of my employment with [Company's Name].

As per our agreement and the company policy regarding relocation expenses, I have attached the necessary documents, including receipts and invoices, to substantiate my expenses. The total amount for reimbursement is [Total Amount].

Here is a brief summary of the expenses:

- Moving Costs: [Amount]
- Transportation: [Amount]
- Accommodation: [Amount]

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or documents, please feel free to reach out.

Thank you for your support.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]