

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 relocation benefits as part of my upcoming move to [New Location] for my position as [Your Job Title].

As discussed in our previous conversations, the relocation will necessitate significant costs related to moving, housing, and travel expenses. I believe that support from the company would greatly alleviate the financial burden and ensure a smooth transition.

I am excited about this opportunity and looking forward to contributing to the team in [New Location]. I would appreciate if we could discuss the details of the relocation benefits available to me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]