

Request for Relocation Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request assistance with relocation expenses for my family as we prepare to move to [New Location]. As discussed during our recent conversation, this move is crucial for [reason for relocation, e.g., starting my new position, pursuing better opportunities, etc.].

Given the associated costs of moving, including packing, transportation, and temporary housing, I would greatly appreciate any relocation assistance the company may offer. Detailed in the following list are the anticipated expenses:

- Packing and moving services
- Transportation costs
- Temporary housing fees
- Utilities setup fees

Thank you for considering my request. I am looking forward to your response and hope to make this transition as smooth as possible for my family. Please feel free to reach out should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]