

Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance with my relocation process, specifically regarding support for the sale of my home. As I prepare for my upcoming transition to [New Location], I would greatly appreciate any resources or assistance your company can provide to facilitate a smooth sale of my property.

Due to the current real estate market conditions, I would like to seek guidance on options available for home sale support, including but not limited to financial assistance, real estate agent referrals, or marketing services.

Thank you for considering my request. I look forward to your positive response and any suggestions you may have to help me in this process.

Sincerely,

[Your Name]