

Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the consideration of relocation assistance for my upcoming international move, scheduled for [insert date]. As I prepare for this transition, I would greatly appreciate any benefits your organization may offer to facilitate my relocation.

As you are aware, the complexities of an international move can be significant, involving not only the logistics of transporting personal belongings but also the adaptation to a new culture and environment. Therefore, assistance in the following areas would be invaluable:

- International shipping and transportation of personal belongings
- Accommodation assistance during the transition
- Support for establishing services in the new location
- Any additional financial assistance or support programs available

I appreciate your consideration of my request and am looking forward to your positive response. Please let me know if you require any further information or documentation to assist with this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]