

Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 assistance for my upcoming transfer to [New Location] as part of my position as [Your Job Title] within [Company's Name].

Given the nature of the move and associated expenses, I would greatly appreciate your support in providing assistance with the relocation process. This would not only ease the transition but also enable me to focus on my new role and contribute effectively to the team.

Please let me know if there's a policy in place or any documentation required to process my request.

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

Sincerely,

[Your Name]

[Your Job Title]