

# Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[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 moving costs related to my recent relocation in connection with my position at [Company Name].

As you are aware, I have recently accepted the position of [Job Title] and have incurred substantial expenses in the moving process. These include [list specific expenses such as packing, transportation, temporary housing, etc.].

In line with our company's relocation policy, I would like to request reimbursement for these costs. Attached are the receipts and documentation supporting my request.

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

Sincerely,

[Your Name]