

Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company Name]. I am excited about the opportunity to contribute to your team and am looking forward to starting my journey with the company.

As we discussed, the position will require me to relocate from [Current Location] to [New Location]. Given the costs associated with moving and settling in a new area, I would like to formally request assistance with relocation expenses. I believe this support would enable me to transition smoothly and focus on my role without financial strain.

I appreciate your consideration of my request and am open to discussing this matter further. Thank you once again for this opportunity, and I look forward to your response.

Sincerely,

[Your Name]