

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

HR Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request relocation assistance as I prepare for my upcoming transition to the [New Position Title] within [Company's Name].

As you may know, this new opportunity will require me to move from [Current Location] to [New Location]. In light of this transition, I would greatly appreciate any support the company can provide to facilitate a smooth relocation process.

I have thoroughly enjoyed my time with [Company's Name] and am excited about the opportunity to contribute to the [New Department/Team] in my new role. Your assistance with relocation will not only ease the moving process but also allow me to focus on my responsibilities and integration into the team.

Please let me know if it would be possible to discuss this request further. I appreciate your consideration and look forward to your response.

Thank you very much for your assistance.

Sincerely,

Your Name

Your Job Title