

Relocation Assistance Request for Temporary Housing Support

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request relocation assistance regarding temporary housing support as I transition to [New Location] for [Reason for Relocation, e.g., a new position, job transfer, etc.].

Given the challenges of securing temporary accommodation, I would greatly appreciate any assistance the company could provide in facilitating this process. Specifically, I am seeking support for [specific needs, e.g., duration of stay, type of housing, etc.].

I believe that this support will greatly alleviate the logistical burden during my transition and allow me to focus on my new role effectively. I am open to discussing various options and any procedures necessary to move forward.

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

Sincerely,

[Your Name]