

# Job Application Relocation Postponement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 a postponement of my relocation date for the [Job Title] position at [Company Name], which I am set to begin on [Original Start Date].

Due to [brief explanation of reason, e.g., unforeseen personal circumstances, family commitments], I am unable to relocate as originally planned. I am fully committed to joining the team and wish to propose a new start date of [Proposed New Start Date].

I appreciate your understanding and support regarding this matter. I am eager to contribute to [Company Name] and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]