

Relocation Assistance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my request for relocation assistance due to my upcoming move to [New Location]. I appreciate your consideration of my request and would like to outline the details:

- **Current Residence:** [Current Address]
- **New Residence:** [New Address]
- **Expected Moving Date:** [Date]
- **Type of Assistance Requested:** [e.g., funds, moving services, etc.]

Please let me know if you require any additional information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]