

Subject: Discussion on Relocation Package Adjustments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current relocation package offered as I prepare for my upcoming move to [New Location].

While I appreciate the initial support provided, I would like to address a few adjustments that may be necessary to better align with the costs and challenges associated with my relocation.

Specifically, I would like to discuss the following points:

- Housing allowance adjustments based on market rates.
- Transportation and moving expenses that may exceed the expected budget.
- Assistance with temporary housing during the transition period.

I believe these adjustments will ensure a smoother transition and enable me to focus on my new role more effectively. I would appreciate the opportunity to discuss this matter at your earliest convenience.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]