

[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 inquire about the recent relocation offer that I received from [Company's Name]. I appreciate the opportunity to consider this offer and would like to gather some additional information regarding the details involved.

Specifically, I would like to know more about the following:

- The timeline for the relocation process
- Any support or resources provided for the move
- Details regarding the relocation package and benefits