

[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 kindly request further details regarding the timeline for my upcoming relocation as part of my transition to [New Position/Department] at [Company Name].

Understanding the critical deadlines and stages involved will greatly assist me in planning and ensuring a smooth transition. I would appreciate any information you could provide regarding key dates and steps involved in the relocation process.

Thank you for your assistance in this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]