

Relocation Assistance Breakdown

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

We are pleased to provide you with a detailed breakdown of the relocation assistance that we are offering to make your transition to [New Location] as smooth as possible. Below is a summary of covered expenses:

Covered Expenses

- Moving Company Fees: \$[Amount]
- Temporary Housing: \$[Amount] for [Duration]
- Travel Expenses: \$[Amount] (including mileage, gas, and meals)
- Storage Fees: \$[Amount] for [Duration]
- Real Estate Fees: \$[Amount] (if applicable)

Total Relocation Assistance: \$[Total Amount]

If you have any questions or need further clarification regarding the breakdown of covered expenses, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]