

Relocation Assistance Request

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation assistance in connection with my upcoming job transfer to [New Location]. As per our discussion, my start date at the new location is scheduled for [Start Date].

As I prepare for this transition, I would appreciate any support the company can provide in covering expenses related to the move, including:

- Moving company fees
- Temporary housing accommodations
- Travel expenses

I believe that this assistance will help ensure a smooth transition and allow me to focus on my new responsibilities at [New Location]. I am excited about this opportunity and am committed to contributing to the team's success.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]