

Request for Workplace Proximity Housing Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance regarding workplace proximity housing.

Due to [briefly explain your situation], I am seeking housing options that are closer to our workplace to enhance my commuting efficiency and maintain a better work-life balance.

I would like to inquire about any programs or resources available for employees who require support in securing housing near the company premises.

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

Sincerely,

[Your Name]

[Your Job Title]