

Asset Relocation Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request the relocation of assets under my supervision. The details of the assets are as follows:

- **Asset Description:** [Description of Asset(s)]
- **Asset ID/Number:** [Asset ID/Number]
- **Current Location:** [Current Location]
- **New Location:** [Requested New Location]

The reason for this relocation is [Insert Reason for Relocation]. I believe this move will [Insert Benefits of Relocation].

I kindly ask for your approval of this relocation request by [Insert Deadline for Approval]. Please let me know if you require any further information or if there are additional formalities I should complete.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]