

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the relocation assistance and benefits that are offered to employees who are moving for work-related purposes. As I am considering a potential relocation, I would greatly appreciate any information you could provide regarding this matter.

Specifically, I am interested in the following:

- The types of relocation assistance provided
- Eligibility criteria for receiving these benefits
- Any associated timelines or deadlines I should be aware of
- The process for submitting a request for relocation assistance

Thank you for your attention to this inquiry. I look forward to your response.

Sincerely,

[Your Name]