Moving Cost Allocation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of moving costs related to my recent relocation as part of [mention the specific reason such as company policy, job transfer, etc.].

The estimated moving expenses include:

- Moving Company Fees: [Insert Amount]
- Packing Supplies: [Insert Amount]
- Transportation Costs: [Insert Amount]
- Miscellaneous Expenses: [Insert Amount]

The total estimated moving costs amount to [Insert Total Amount]. I have attached all relevant receipts and documentation for your review.

Thank you for considering my request. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]