

Moving Expense Claim

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 submit my moving expense claim following my recent relocation to [new address] due to [reason for moving, e.g., job transfer].

The total expenses I would like to claim amount to [total amount]. Below is a summary of the expenses incurred:

- [Expense Type 1: Description and Amount]
- [Expense Type 2: Description and Amount]
- [Expense Type 3: Description and Amount]

Please find attached all relevant receipts and documentation to support my claim.

Thank you for your cooperation.

Sincerely,

[Your Name]