

Request for Approval of Moving Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for moving expenses related to my upcoming relocation for the position of [Your Job Title] to [New Location]. As discussed, my move is scheduled for [Date of Move], and I anticipate incurring several expenses.

The estimated moving expenses include:

- Moving company fees: [Estimated Cost]
- Packing supplies: [Estimated Cost]
- Transportation costs: [Estimated Cost]
- Temporary lodging: [Estimated Cost]

In total, my anticipated moving expenses amount to [Total Estimated Cost]. I believe this investment will significantly facilitate my transition and enable me to contribute to the team effectively.

I would appreciate your consideration of this request and am happy to provide any additional information if needed. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]