

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the relocation allowance provided by [Company Name] as part of my upcoming move to [New Location]. As I prepare for this transition, I would like to gather more information regarding the specifics of the allowance, including covered expenses and the application process.

Understanding the details will greatly assist me in planning my move effectively. If possible, could you please provide the relevant policy documents or any guidelines related to the relocation allowance?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]