

Travel and Relocation Expense Support

Date: [Insert Date]

To whom it may concern,

I am writing to request financial support for travel and relocation expenses associated with my recent transfer to [New Location/Position]. As part of this transition, I will incur various costs, including but not limited to transportation, lodging, and moving services.

Below is a brief overview of the anticipated expenses:

- Transport (flight, train, etc.): \$[Amount]
- Lodging (temporary housing): \$[Amount]
- Moving services: \$[Amount]
- Miscellaneous (meals, fuel, etc.): \$[Amount]

Total Estimated Expenses: \$[Total Amount]

I appreciate your consideration of my request and look forward to your support in facilitating my relocation to ensure a smooth transition into my new role. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]