

Request for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the terms of my relocation as part of my upcoming transfer to [New Location].

Specifically, I would appreciate further information on the following points:

- The timeline for the relocation process
- Details regarding financial assistance and reimbursements
- Housing options or stipends available
- Any other benefits associated with the relocation

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]