

Demand for Relocation Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request information regarding my relocation compensation following my recent move due to [reason for relocation]. As per our prior agreement, I am entitled to compensation that covers the costs associated with this relocation.

To facilitate the process, please provide the following details:

- Breakdown of eligible relocation expenses
- Documents required for the compensation claim
- Timeline for processing the compensation

I appreciate your prompt attention to this matter. Please send the necessary information to my address listed above or contact me via email or phone.

Thank you for your cooperation.

Sincerely,

[Your Name]