

[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 follow up on my previous inquiry regarding the eligibility for relocation benefits associated with my upcoming transition to [New Location].

As I prepare for this move, I would appreciate any updates or further information you could provide regarding the status of my request. Understanding the specifics of the relocation benefits will greatly assist me in planning my relocation effectively.

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

Sincerely,

[Your Name]