

Request for Relocation Package Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance with a relocation package as I plan to move to [New Location] for [reason for relocation, e.g., a new role, personal reasons, etc.].

Given the transition involved and the costs associated with relocating, I would greatly appreciate your support in facilitating this process. A relocation package would greatly help cover expenses such as moving costs, temporary housing, and travel expenses.

I have researched relocation packages typically offered by companies and would be happy to discuss the specifics that would best meet my needs and those of the company.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]