

Employee Relocation Affordable Housing Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Affordable Housing Assistance During Relocation

Dear [Recipient's Name],

I hope this message finds you well. As part of my upcoming relocation due to my new position as [Your Job Title] at [Company Name], I would like to formally request assistance in securing affordable housing in [New Location].

Understanding the financial implications that come with moving, I believe this support would greatly ease the transition for my family and me. I have researched options and identified potential housing solutions, but assistance in addressing costs would be invaluable.

I appreciate your attention to this matter and am happy to discuss any specific requirements or documentation needed for this request. Thank you for considering my application for housing assistance during this transition.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]