

# Letter of Housing Benefit Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request housing benefits associated with my recent transfer to [New Location/Department]. As outlined in our employee transfer policy, I believe I qualify for this benefit due to the relocation requirements.

Having been recently relocated from [Current Location] to [New Location], I have incurred additional housing expenses that exceed my current budget. I kindly request your assistance in reviewing my eligibility for the housing benefit to help alleviate some of these financial burdens.

Attached to this letter are the necessary documents supporting my request, including proof of relocation and current housing expenses.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]