

# Employee Transfer Housing Subsidy Application

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a housing subsidy in light of my recent transfer to [New Location] as a part of my position as [Your Job Title] with [Company Name].

As discussed in our previous meetings, the transfer was necessary for [briefly explain reason for transfer, e.g., the expansion of the team, project requirements, etc.], and I am committed to ensuring a smooth transition. However, due to the increased cost of living in [New Location], I would like to apply for the housing subsidy to assist with my relocation expenses.

In accordance with the company's policies regarding employee relocation, I believe I meet the criteria for this subsidy. I have attached all necessary documentation, including:

- Proof of employment and transfer
- Estimated housing costs in [New Location]
- Any other relevant documents

I appreciate your attention to this matter and am hopeful for a favorable response. Thank you for your consideration and support during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]