

Housing Support Request

Date: [Insert date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Housing Support Due to Employee Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request housing support in light of my recent transfer to [New Location/Department]. As you are aware, the relocation has presented me with challenges in securing suitable accommodation.

Due to [briefly explain circumstances: increased living costs, family needs, distance, etc.], I am seeking assistance in finding appropriate housing options. I believe that with the company's support, I can transition smoothly into my new role and continue to contribute effectively to the team.

I appreciate any assistance you can provide and look forward to discussing this matter further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]