

Request for Residential Accommodation Assistance

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request assistance with residential accommodation due to my recent transfer to [New Location/Department] effective [Transfer Date].

Given the relocation, I am seeking support in finding suitable accommodation that is both affordable and conveniently located near the workplace. I would greatly appreciate any guidance or resources that the company can provide to facilitate this transition.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]