

Relocation Assistance Inquiry

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the relocation assistance options available to employees who are relocating due to their job roles within [Company Name].

As I am planning to move to [New Location] for my new position as [Your Position], I would appreciate any information regarding the support that the company offers for relocation, including financial assistance, moving services, and any resources that might help ease the transition.

Thank you for your assistance. I look forward to your response.

Sincerely,
[Your Name]