

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Job Offer Negotiation - Relocation Assistance

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company's Name]. I am excited about the opportunity to contribute to your team and am confident that my skills will greatly benefit the organization.

As we discuss the details of the offer, I would like to address the topic of relocation assistance. Due to the move from [Current Location] to [New Location], the associated costs are substantial. I am very enthusiastic about joining [Company's Name], and I believe that some form of relocation support would greatly assist me in making a smooth transition.

Given the circumstances, I would like to propose a relocation package that includes [specific requests, e.g., moving expenses, temporary housing assistance, etc.]. I believe this would not only ease my transition but also allow me to focus on my role more effectively from the outset.

Thank you for considering my request. I am looking forward to your response and am excited about the possibility of joining your esteemed organization.

Best regards,

[Your Name]