

# Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request assistance with my relocation to [New Location]. As I prepare for this transition, I would appreciate any support your organization can provide to expedite the relocation process.

Details of my relocation are as follows:

- Current Location: [Current Address]
- New Location: [New Address]
- Relocation Date: [Expected Date of Move]

I am particularly interested in exploring options such as moving cost coverage, temporary housing assistance, and any other resources that may facilitate a smooth transition.

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

Sincerely,

[Your Name]