

Relocation Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Relocation Assistance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request relocation assistance to facilitate my family's move to [New Location]. Due to [briefly explain reason for relocation, e.g., job transfer, new opportunity], I am facing certain challenges in managing this transition.

To ease this process, I would appreciate your support in the following areas:

- Moving expenses coverage
- Temporary housing assistance
- Support in finding a suitable neighborhood/schools

I believe that with your assistance, this relocation will be a smooth experience for my family and allow me to focus on my responsibilities at [Company/Organization Name]. Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Contact Information]