

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

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am excited about the opportunity to join [Company Name] as [Your Job Title], and I appreciate the offer extended to me. After reviewing the details, I would like to discuss the relocation allowance.

As we discussed, my relocation to [City/Area] involves significant costs, including moving expenses, temporary housing, and settling in services. I believe a relocation allowance of [specific amount or range] would greatly assist in making this transition smoother and allow me to focus entirely on my new role from day one.

I am truly enthusiastic about becoming part of [Company Name] and am confident that my skills and experience will contribute positively to the team. I would appreciate the opportunity to discuss this matter further and come to a mutually beneficial agreement.

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

Sincerely,
[Your Name]