

# Employee Relocation Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Request for Reimbursement of Relocation Expenses

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my relocation related to my new position with [Company Name]. As per the company's relocation policy, I have attached documentation for the following incurred expenses:

- Moving expenses: [Amount] - [Description]
- Temporary housing: [Amount] - [Description]
- Transportation costs: [Amount] - [Description]
- Miscellaneous expenses: [Amount] - [Description]

Enclosed are copies of all receipts and a detailed overview of the incurred expenses. I would appreciate your prompt attention to this matter and look forward to your confirmation of the reimbursement process.

Thank you for your support during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]