

Relocation Accommodation Assistance Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request relocation accommodation assistance for my family as we prepare to move to [Insert New Location] due to [Insert Reason for Relocation, e.g., job transfer, personal reasons].

As we are navigating this transition, we are seeking support with accommodation arrangements to ensure a smooth relocation for my family. Our preferred timeline for relocation is [Insert Preferred Timeline].

We would greatly appreciate your assistance in identifying suitable housing options and any additional resources that may be available to support us during this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]