

Relocation Accommodation Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the temporary housing arrangements as part of my relocation process. As we move forward, I would like to ensure that I fully understand the terms and conditions associated with my accommodation.

Specifically, I would appreciate clarification on the following points:

- Duration of the temporary housing arrangement
- Details of the accommodation provided (furnishing, utilities, etc.)
- Financial responsibilities, including any deposits or fees
- Contact information for property management or maintenance

Thank you for your assistance in this matter. I look forward to your prompt response so that I can plan my move accordingly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]