

Relocation Accommodation Request

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 am writing to formally request relocation accommodation as part of my corporate housing arrangements. I will be relocating to [New Location] for my role as [Your Job Title] with [Company Name], starting on [Start Date].

Given the transitional nature of this move, I am seeking assistance in securing temporary corporate housing for the duration of my relocation. Ideally, I would need accommodation starting from [Start Date] to [End Date].

When considering the housing arrangements, I would appreciate it if you could take into account the following preferences:

- Type of accommodation: [e.g., furnished apartment, studio, etc.]
- Proximity to [specific locations, such as the office, schools, etc.]
- Budget considerations: [insert any budgetary constraints]

I believe that securing suitable housing will significantly ease my transition and allow me to focus on my new role. Thank you for your consideration, and I look forward to your prompt response.

Sincerely,
[Your Name]