

# Request for Additional Relocation Support

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for additional support regarding my upcoming relocation to [New Location]. As you are aware, the initial relocation package provided has been immensely helpful; however, due to unforeseen circumstances, I find myself in need of further assistance.

Since our last conversation, I have encountered [briefly explain the unforeseen circumstances], which have put an unexpected strain on my relocation budget. Given these circumstances, I kindly request your consideration for additional support in the form of [specific type of support requested, e.g., increased moving expenses, temporary housing assistance, etc.].

I am committed to making this transition as smooth as possible and truly appreciate the support [Company/Organization Name] has provided thus far. I believe that with additional assistance, I can focus on my new role without the added stress of relocation challenges.

Thank you very much for considering my request. I am looking forward to your response and hope to discuss this matter further.

Warm regards,

[Your Name]

[Your Job Title]

[Your Department]