

Application for Corporate Relocation Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request consideration for corporate relocation assistance following my recent acceptance of the position as [Your Job Title] at [Company's Name]. As I prepare to transition to [New Location], the support from the company would greatly ease my relocation process.

Due to the distance and the associated costs, I believe that corporate relocation assistance could help facilitate a smooth transition to my new role, and allow me to fully focus on contributing to the team from day one.

I appreciate your consideration of my request. Please let me know if there are any forms or additional information needed from my side to proceed with this application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]