

# Request for Relocation Funds

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request assistance with relocation funds as I prepare to transition to [new location] for my new role as [your position] at [Company Name]. As discussed during my interview, the relocation presents certain financial challenges that I would like to address.

Given my commitment to joining the team and contributing to our success, I kindly request that the company consider providing relocation funds to assist with expenses related to moving, travel, and temporary housing.

I appreciate your consideration of this request and look forward to your positive response. Thank you for your support as I embark on this new chapter with [Company Name].

Sincerely,

[Your Name]