

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

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation assistance in connection with my upcoming transfer to the [New Location] office as a [Your Job Title].

As we discussed, this transfer represents an exciting opportunity for me to contribute to the team and further develop my skills in a new environment. However, the logistics of relocating pose some financial challenges. I would greatly appreciate any support the company may provide for relocation expenses, including moving services, temporary housing, and travel costs.

I am committed to making this transition as smooth as possible and ensuring that I can begin my role without undue delay. Your consideration of this request would be immensely helpful.

Thank you very much for your attention to this matter. I look forward to your favorable response.

Sincerely,  
Your Name