

Request for Relocation Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation assistance for my upcoming transition to the [Job Title] position at [Company's Name], commencing on [Start Date].

Given the distance involved and the associated costs of moving, I would greatly appreciate any support the company could provide to facilitate this transition. Relocation assistance would not only ease the financial burden but also allow me to focus on my new role effectively.

Thank you for considering my request. I am looking forward to contributing to the team and am excited about this next chapter with [Company's Name]. Please let me know if we can discuss this matter further.

Sincerely,

[Your Name]