

Request for Relocation Funds

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request relocation funds due to [state the reason for relocation, e.g., property renovations, non-renewal of lease, etc.]. As a tenant at [Your Current Address], I have appreciated my time living here, but the circumstances necessitate my relocation.

According to our tenancy agreement and local regulations, I believe I am entitled to receive relocation assistance to help cover moving costs associated with this transition. I have done my best to review the documentation and understand the terms outlined for such assistance.

Please let me know what information or documentation you require from my side to process this request. I look forward to your prompt response so that we can expedite this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]