

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Request for Tenant Moving Expense Reimbursement

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request reimbursement for moving expenses incurred during my recent relocation from [Previous Address] to [New Address] on [Date of Move]. As per our rental agreement, I am entitled to reimbursement for expenses related to my move.

Below is a summary of the expenses I incurred:

- **Moving Truck Rental:** \$[amount]
- **Packing Supplies:** \$[amount]
- **Labor Costs:** \$[amount]
- **Other Expenses:** \$[amount]

The total amount for reimbursement is \$[Total Amount]. I have attached copies of the receipts for your review.

Please let me know if you need any further information or documentation regarding this matter. I appreciate your prompt attention to this request and look forward to hearing from you soon.

Thank you for your cooperation.

Sincerely,

[Your Name]