

Housing emergency transfer request

Subject: Emergency Transfer Request - Housing Crisis

Hello [HR Team/Manager],

I need to request an emergency hardship transfer due to an unexpected housing crisis that requires immediate relocation.

My family and I have been forced to leave our current residence due to [foreclosure/unsafe living conditions/natural disaster damage]. We have secured temporary housing in [location] but need to find permanent employment in this area to establish stability.

This situation arose suddenly and was completely beyond our control. We have always been responsible tenants and homeowners, but circumstances have created an urgent need for relocation. I have been a reliable employee for [duration] and am hoping the company can assist during this challenging time.

There appears to be an opening for [position] at the [location] facility that matches my qualifications. I am prepared to start immediately and would bring the same level of commitment and professionalism that I have demonstrated in my current role.

Time is critical as we need to secure permanent housing and employment quickly. I would be extremely grateful for any assistance you can provide in expediting this process.

Please contact me as soon as possible to discuss available options.

Thank you for your urgent attention to this matter.

[Your Name]

[Phone Number]

[Email Address]

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