

Heartfelt Relocation Request Letter

Subject: Humble Request for Relocation

Dear [Supervisor Name],

I am reaching out to request your kind consideration for a relocation from [Current Location] to [Desired Location]. This request is due to [personal or family reasons], which require my presence closer to [location/family].

I have greatly enjoyed working at [Current Location] and remain committed to contributing effectively. I hope you will understand my circumstances and approve this request.

Thank you for your empathy and support.

Warm regards,

[Your Name]

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