

Provisional Relocation Request Letter

Subject: Provisional Request for Relocation

Dear [Manager Name],

I am submitting a provisional request to relocate from [Current Location] to [Desired Location]. This request is pending [specific conditions, e.g., confirmation of available positions or accommodation].

I would appreciate your guidance regarding policies and procedures for relocation. Please let me know the steps I should follow to facilitate this process.

Sincerely,

[Your Name]

[Position]

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