

Official Relocation Request Letter

To Whom It May Concern,

This letter serves as an official request to relocate from [Current Location] to [Desired Location]. The relocation is requested due to [reason, e.g., organizational requirement, personal circumstances, or medical considerations].

I am fully prepared to comply with the company's relocation procedures and ensure a seamless transition. I would be grateful for your review and approval of this request.

Thank you for your attention.

Sincerely,

[Your Name]

[Position / Department]

[Contact Information]

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