

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a relocation due to [briefly explain the reason, e.g., personal circumstances, family obligations, health issues, etc.].

[Provide a detailed explanation of your reasons for the relocation, including any relevant context and supporting information.]

I believe that this relocation will not only help me address my current situation but also allow me to continue contributing effectively to our team. [If applicable, mention how your skills or role could continue to benefit the company from the new location.]

I am committed to ensuring a smooth transition and am happy to discuss how we can make this work for both myself and the team. Thank you for considering my request.

I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]