To: [Manager's Name/HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Relocation Assistance regarding Transfer to Home Branch

Dear [Recipient Name],

Following our recent discussion regarding my transfer from the [Current Branch Location] back to my home branch in [Home Branch Location], I am writing to formally request relocation assistance.

As this transfer involves moving back to my primary place of residence to fill the [Job Title] position effective [Start Date], I would like to inquire about the support packages available. Specifically, I am requesting assistance with the following:

- Moving and transportation costs for household goods.
- Travel expenses for the final move.
- Temporary housing or storage fees (if applicable).
- Any standard relocation stipend offered by the company.

I am eager to return to the [Home Branch Location] team and contribute to the continued success of the branch. Please let me know the necessary steps to apply for this assistance and what documentation is required.

Thank you for your time and support during this transition.

Sincerely,

[Your Name]
[Employee ID]
[Phone Number]