

[Company Letterhead]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Relocation Benefits Verification for [Employee Name]

To Whom It May Concern,

This letter serves to confirm that [Employee Name] is a full-time employee of [Company Name] and is currently undergoing a corporate-sponsored relocation from [Origin City/State] to [Destination City/State].

As part of the relocation package approved for [Employee Name], [Company Name] will provide a relocation allowance/bonus in the amount of \$[Amount]. These funds are guaranteed by the company and are intended to be used toward the "cash to close" requirements for the purchase of the property located at [New Property Address].

The disbursement of these funds is scheduled to occur on or before [Date]. The funds will be paid via [Direct Deposit / Wire Transfer / Check] directly to [Employee Name / The Closing Agent].

There are no required repayments or contingencies associated with these funds, provided the employee remains in good standing with the company through the relocation period.

If you require any further documentation or verbal verification, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]