

[Your Name]  
[Your Employee ID]  
[Current Date]

[Manager's Name or HR Representative Name]  
[Department Name]  
[Company Name]

**Subject: Request for Extension of Relocation Assistance Period**

Dear [Recipient Name],

I am writing to formally request an extension of my relocation assistance benefits, which are currently scheduled to expire on [Current Expiration Date]. I am requesting an extension until [Requested New Date].

Despite my best efforts to complete the transition within the original timeframe, I have encountered unforeseen challenges, including:  
[Briefly mention reason, e.g., difficulty finding suitable housing / school enrollment delays / delays in the sale of my previous home].

This extension would specifically apply to [Mention specific benefits, e.g., temporary housing allowance / storage fees / travel reimbursement]. This additional time will allow me to finalize my permanent living arrangements and ensure I can focus fully on my new responsibilities at [Company Name].

I am committed to completing this move as quickly as possible. Thank you for your time and for considering this request.

Sincerely,

[Your Signature]  
[Your Printed Name]