

[Date]

[Vendor Name]

[Vendor Address]

[City, Country, Postcode]

Subject: Confirmation of International Relocation Placement - [Employee Name]

Dear [Vendor Contact Name],

This letter serves as formal confirmation of the placement for international relocation services for the following employee:

- **Employee Name:** [Employee Full Name]
- **Origin:** [City, Country]
- **Destination:** [City, Country]
- **Estimated Move Date:** [Date]
- **Authorized Services:** [e.g., Pack/Ship, Air Freight, Storage, Customs Clearance]

Please proceed with contacting the employee to initiate the survey and scheduling process. All invoices and service updates must be submitted via our designated portal referencing Purchase Order number: [PO Number].

Please acknowledge receipt of this placement by replying to this email within 24 hours.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]