

Formal Corporate Relocation Housing Request

Subject: Corporate Housing Proposal - Extended Stay Requirement

Dear Property Manager,

On behalf of [Company Name], I am writing to propose a corporate housing arrangement for our relocating employee at [Property Address].

Our employee, [Employee Name], requires temporary housing for approximately [duration] while establishing permanent residence in the area. We are proposing a monthly rate of \$[amount], which includes utilities and basic furnishing requirements suitable for corporate housing standards.

[Company Name] will serve as the guarantor for this arrangement and will handle all payments directly. We require a furnished unit with high-speed internet, parking, and access to laundry facilities.

We would appreciate a corporate rate consideration given the extended duration and guaranteed payment structure. Our company maintains excellent relationships with property management companies nationwide.

Please provide your standard corporate housing agreement for review. I am available to discuss terms and finalize arrangements at your earliest convenience.

Professional regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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