

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally propose my relocation to the international office located in [City/Country]. As a dedicated member of the team since [Year], I have gained experience and skills that I believe could greatly benefit our international operations.

The opportunity to work in [City/Country] would not only enhance my professional growth but also allow me to contribute more effectively to [specific projects or initiatives]. I am eager to leverage my knowledge of [specific skills or expertise] to support our goals in this region.

I have researched the logistics of this relocation, including housing, local culture, and the potential to integrate into the team overseas. I am confident that this move would be beneficial for both my career and the company.

I would greatly appreciate the opportunity to discuss this proposal further and explore how we can make this relocation a reality. Thank you for considering my request.

Sincerely,
[Your Name]