

# **Subject: Appeal for Relocation to International Office**

Date: [Insert Date]

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for my relocation to the [specific location] international office. As a dedicated member of the [Your Department/Team Name] team, I believe that my presence in this location would significantly enhance our collaborative efforts and contribute to the success of our ongoing projects.

Given the nature of my role as [Your Position], I am confident that being on-site will allow for improved communication and interaction with our international colleagues. This would not only foster stronger relationships but also facilitate the efficient exchange of ideas and best practices that are crucial for our current initiatives.

I have reviewed the potential impacts of this relocation on my current responsibilities and am prepared to ensure a smooth transition. I am committed to maintaining my productivity and providing support to the team during this process.

I kindly ask for your support and consideration regarding this relocation request. I believe it aligns with our company's goals of fostering global collaboration and enhancing team synergy. I am looking forward to discussing this proposal further at your earliest convenience.

Thank you for taking the time to consider my appeal. I appreciate your attention to this matter and hope for a positive response.

Sincerely,  
[Your Name]  
[Your Job Title]