

International Transfer Request for Diversity and Inclusion Initiative

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an international transfer to [Destination Location/Office] as part of our organization's ongoing commitment to diversity and inclusion initiatives. My current position is [Your Current Position] within the [Your Current Team/Department].

Over the past [Duration at Current Position], I have actively participated in several projects that promote diversity and inclusion, including [Briefly mention relevant projects or initiatives]. I believe that transferring to [Destination Location/Office] would further enhance my contributions while allowing me to gain valuable insights from a diverse cultural background.

I am excited about the possibility of working within an international team and contributing to the goals of our diversity and inclusion initiatives on a global scale. I am confident that I can bring valuable perspectives and experiences that align with our organizational objectives.

Thank you for considering my request. I am looking forward to discussing this opportunity further and exploring how I can contribute to our diversity and inclusion efforts in [Destination Location/Office].

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]

[Your Organization]