

International Transfer Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request an international transfer as part of my promotion to [New Position Title] within our organization. With my extensive experience and commitment to [Company Name], I believe that this transfer aligns with both my career goals and the strategic objectives of our company.

Over the past [Number of Years] years, I have successfully [List Achievements or Contributions]. I am confident that my skills in [Specific Skills or Experience] will greatly benefit the team in [New Location]. I am eager to take on this new challenge and contribute to our success in the [New Location] market.

I kindly ask for your support in this transition and would appreciate the opportunity to discuss this matter further. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]