

International Transfer Request for Family Relocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an international transfer to [Destination Country/City] as part of my family's relocation plans. I have thoroughly considered this decision and believe that this transfer will positively impact both my personal and professional life.

As [your current position] at [Company Name], I have enjoyed working with my team and contributing to various projects. This transfer will not only allow me to continue my career with [Company Name] but also provide my family with a valuable experience living abroad.

I kindly ask you to review my request and consider the feasibility of my relocation. I am open to discussing this further and am willing to assist in any way necessary to facilitate the transition.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]