

International Transfer Request for Interdepartmental Move

Date: [Insert Date]

To,
[Manager's Name]
[Department Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request an international transfer to the [Target Department Name] within [Company Name]. After [number] years in my current role at [Current Department Name], I believe that my skills and experience will be beneficial in [explain how your skills relate to the new position].

I am eager to contribute to [Target Department Name] and am confident that this move will not only advance my career but also enhance the productivity of our team. I am excited about the opportunity to work in [new location/country] and immerse myself in the local culture, while remaining committed to the values and goals of [Company Name].

Please let me know if we can schedule a mutually convenient time to discuss this request further. I appreciate your consideration and look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]