

# International Transfer Request for Project-Based Work

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

**[Recipient Name]**

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an international transfer for project-based work within [specific department or project]. Having been with [Company Name] for [duration] as a [your current position], I believe that the opportunity to contribute to [specific project or location] aligns with both my career objectives and the goals of our organization.

As you are aware, [briefly explain your current project and its relevance to the new opportunity]. I am excited about the possibility of bringing my skills in [specific skills or expertise] to [new location or project destination] and collaborating with the team there. I firmly believe that this experience will not only benefit my professional growth but also enhance our company's strategic initiatives.

I would greatly appreciate your support in facilitating this transfer and would be happy to discuss this request in more detail at your earliest convenience. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Current Position]