

International Transfer Request for Temporary Assignment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an international transfer for a temporary assignment to [Destination Location] for a period of [Specify Duration]. This assignment is aligned with my career goals and will allow me to contribute to [specific project or objective] at [Company Name].

Throughout my tenure at [Current Location/Department], I have developed valuable skills in [mention relevant skills or experiences] that I believe will be beneficial for this role and can help foster collaboration between our teams.

I am eager to discuss this opportunity further and explore how my transfer can positively impact the company's objectives at [Destination Location]. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]