

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Expatriate Assignment Abroad

I am writing to formally express my interest in the expatriate assignment opportunity in [Destination Country/City]. After careful consideration and discussion with my family, I believe that this opportunity aligns perfectly with my professional goals and our personal aspirations.

I have [number] years of experience in [your field/industry] and am confident that my skills in [specific skills or experiences relevant to the assignment] will contribute positively to [Company's Name] during this assignment.

I understand the relocation process may come with challenges, but I am eager to immerse myself in [Destination Country's] culture and work environment, and I am fully committed to making this a successful venture for both myself and the company.

Please let me know if we could arrange a meeting to discuss this opportunity further. Thank you for considering my application for this exciting position.

Warm regards,

[Your Name]  
[Your Job Title]