

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a temporary relocation overseas due to [brief reason for relocation, e.g., a work assignment, family matters, etc.].

I am seeking to commence this relocation on [start date] and anticipate returning on [end date]. During this period, I will ensure that [explain how you will maintain responsibilities or manage workload, e.g., remote work, delegating tasks to colleagues, etc.].

I believe that this experience will not only be beneficial for [mention any relevant skills or growth opportunities] but also advantageous to [company/organization] as I will [explain expected contributions or benefits].

I am happy to discuss this further and answer any questions you may have. Thank you for considering my request.

Warm regards,

[Your Name]
[Your Job Title]
[Company/Organization Name]