[Your Name]
[Current Job Title]
[Employee ID Number]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Internal Transfer Request - [Target Country/Branch]

Dear [Recipient Name],

I am writing to formally express my interest in transferring from my current position as [Current Title] in [Current City/Country] to the [Target Job Title or Department] at our [Target City/Country] branch.

During my [Number] years with the company, I have successfully [mention a key achievement]. I believe that relocating to the [Target Country] office will allow me to contribute my skills to a new market while furthering my professional growth within the organization. My experience with [specific project or skill] makes me a strong fit for the requirements of that location.

I am eager to discuss how my transfer can support the company's international objectives. I am also prepared to discuss the logistics and timeline for this transition.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]