Dear Mr. George,

I am writing to express my interest in working at our company headquarters in the United Kingdom for a few months to further enhance my skills and get exposure to the global market trends of our products so that I can better contribute to my company and carry out my responsibilities more efficiently.

As you know, I have been recently promoted to the assistant product manager post and I am working really hard to collaborate with my team to enhance the sales and increase our brand reputation. However, I have been feeling the need to meet and work with our global team members and attend some training sessions that our head office in London arrange frequently. I am quite positive that the opportunity to work in our company’s head office for six months will further enhance my knowledge and give me an exposure to the global market trend.

I have talked to Julian and he has agreed to take up my responsibilities during my absence. Furthermore, I will check my emails daily, and be available for emergency phone calls. Once I get back to the office, I would endeavor to work extra hours in order to catch up on anything I had missed.

Finally, I would need your support to get the approvals so that I can work in our company’s head office for six months and fulfil the objectives.

I look forward to your positive reply.

Yours sincerely,

Charles Hugo