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Letter

Dear Mr. Robson,

I am writing this letter to request change in my work location ^{from New Delhi, India,} to the company's ~~head~~ headquarters in New Jersey, USA. for six months.

My current assignment requires frequent interactions with client located in New Jersey. If I am relocated to ~~near~~ the head office, it will be very helpful to gather requirements effectively and efficiently from the client.

My delegate Anmol will be leading the client team in India during my absence. Also, the expenditure forecast for second quarter has already been submitted which leaves no work pending on me. Moreover I will be overlapping few hours of my work schedule with India team to supervise their deliveries.

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It would be helpful, if you forward my request to the global mobility team ~~to~~ along with your approval. I would be ~~the~~ most grateful if you can arrange my accommodation at company's guest house for the first week.

I am looking forward to your positive response.

Yours sincerely,
Akshay Kumar.