

Formal Letter Requesting Relocation for Pharmaceutical Position

Dear [Supervisor/HR Manager],

I hope this message finds you well. I am writing to formally request consideration for relocation to the [Target Location] branch of [Company Name], where I believe my skills in regulatory affairs and clinical trials management would be highly valuable.

Over the past [X] years, I have gained extensive experience in drug development, quality control, and cross-functional project coordination. Relocating would enable me to take on expanded responsibilities while supporting the company's strategic goals.

I would appreciate your guidance on the necessary steps to facilitate this process and am open to discussing any requirements or timelines.

Thank you for your attention to this request.

Sincerely,

[Your Name]

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