

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

[USCIS Address]
[City, State, Zip Code]

Subject: Petition for [Petition Type] - [Petitioner's Name]

Dear Sir/Madam,

I am writing to formally submit a petition for [briefly explain the purpose, e.g., "an H-1B visa for my employee, John Doe"] under the Department of Homeland Security guidelines.

****Background Information:****

- Petitioner Name: [Your Name]
- Petitioner Title: [Your Title]
- Organization Name: [Organization Name]
- Organization Address: [Organization Address]
- Beneficiary Name: [Beneficiary's Full Name]
- Beneficiary Title: [Beneficiary's Title]

****Details of the Petition:****

- Position Offered: [Job Title]
- Description of Job Duties: [Brief description]
- Duration of Employment: [Timeframe]
- Salary Offered: [Salary Amount]

****Supporting Evidence:****

- [List and briefly describe any attached supporting documents, e.g., Labor Condition Application, job description, etc.]

We believe that this petition fulfills all necessary requirements as outlined within the immigration laws and regulations. We kindly ask for your approval to allow [Beneficiary's Name] to begin their role with [Organization Name].

Thank you for your time and consideration. Please feel free to contact me at [your phone number] or [your email] for any further information or clarification.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Organization Name]