

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

USCIS

[Address of the USCIS Service Center]

Subject: Petition for H-1B Visa - [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally submit a petition for an H-1B visa on behalf of [Beneficiary's Full Name], who has been offered a position as [Job Title] at [Company Name] located in [City, State].

[Company Name] is a [brief description of the company and its industry], and we are excited to extend this opportunity to [Beneficiary's Name] based on their exceptional qualifications and experience.

[Beneficiary's Name] holds a [Degree] in [Field of Study] from [University/College Name] and has [number] years of relevant experience in [specific skills or industries]. This role requires specialized knowledge that is crucial to the ongoing success of our company.

Enclosed with this letter, you will find the following supporting documents:

1. Form I-129, Petition for a Nonimmigrant Worker
2. Letter of Support from [Company Name]
3. Labor Condition Application (LCA)
4. [Any additional relevant documents]

We respectfully request that you approve this H-1B petition to allow [Beneficiary's Name] to contribute their valuable skills to [Company Name]. Thank you for your attention to this matter, and we look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]