

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, ZIP Code]

Subject: Letter of Explanation for H-1B Visa Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an explanation regarding my H-1B visa application as requested.

1. ****Introduction:****

Briefly introduce yourself, your current status, and the purpose of the letter.

2. ****Background Information:****

Include relevant details about your education, work experience, and qualifications that support your visa application.

3. ****Job Details:****

Outline the job offer, including the position title, job responsibilities, and how they relate to your qualifications.

4. ****Company Information:****

Provide details about the sponsoring company, including its background, industry, and the reason for your employment.

5. ****Conclusion:****

Summarize the key points and express appreciation for considering your application.

Thank you for your attention to this matter. I am happy to provide any additional information required.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]