

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a letter in support of my application for the H-1B visa. My background in [Your Field/Position] and the role of [Job Title] at [Company/Organization Name] make me a qualified candidate for this visa.

[Briefly describe your qualifications and why you are applying for this visa. Include specific details about your position and the importance of your role.]

I kindly ask for your assistance in providing a detailed letter that outlines my employment, job responsibilities, and the value I bring to the company. This letter will be instrumental in supporting my visa application.

Please let me know if you need any further information or documentation from my side. Thank you for your support in this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]