

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

Subject: H-1B Visa Application - [Your Full Name]

Dear [Consulate or Embassy Officer's Name],

I am writing to formally submit my application for an H-1B visa to work in the United States. I have been offered a position as [Your Job Title] with [Company Name], located in [City, State]. My employment is set to begin on [Start Date], and I am excited about the opportunity to contribute my skills and expertise in [Field/Industry].

Enclosed with this letter, please find the following documents to support my application:

1. Completed Form I-129 (Petition for a Nonimmigrant Worker)
2. Copy of my job offer letter from [Company Name]
3. My resume and educational credentials
4. Evidence of my relevant work experience
5. Labor Condition Application (LCA) approval
6. [Any additional documents relevant to your application]

I appreciate your consideration of my application and look forward to your positive response. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]