

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Immigration Verification Letter

Dear [Recipient's Name],

This letter is to confirm the immigration status of

[Employee/Individual's Name], who is currently employed at

[Company/Organization Name] in the capacity of [Job Title/Position].

[Employee/Individual's Name] has been with us since [Start Date] and is a valuable member of our team. Their current immigration status is as follows:

- Immigration Type: [e.g., Work Visa, Permanent Resident, etc.]

- Visa Number (if applicable): [Visa Number]

- Expiration Date (if applicable): [Expiration Date]

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you require any additional information or verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Contact Information]