

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

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

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

Dear [Recipient Name],

I am writing to formally request the H-1B visa petition for [Beneficiary's Name], who has been offered a position as [Job Title] at [Company Name].

[Insert a brief introduction of the company and its operations.]

[Explain the job duties and responsibilities of the position offered to the beneficiary, emphasizing how it meets the requirements of the H-1B classification.]

[Include the beneficiary's qualifications and expertise relevant to the position, such as education, skills, and any prior relevant work experience.]

[Justify the need for the beneficiary's employment at the company and the impact on the organization's goals.]

Enclosed with this letter are the following supporting documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We believe that [Beneficiary's Name] is an ideal candidate for this position and will significantly contribute to our team's success.

Thank you for considering this petition. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or documentation.

Sincerely,

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