

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally request the transfer of my H-1B visa from
[Current Employer's Name] to [New Employer's Name].

I have been employed at [Current Employer's Name] as a [Your Job Title]
since [Start Date]. I have received an offer from [New Employer's Name]
to work as [New Job Title] starting on [Start Date at New Employer].

Please find attached the necessary documentation for the transfer
process, including:

- Updated employment offer letter from [New Employer's Name]
- Copies of my current H-1B approval notice
- Resume and any additional supporting documents

I appreciate your assistance in facilitating this transfer and ensuring a
smooth transition. Please let me know if you require any further
information or documentation from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Job Title at Current Employer]
[Current Employer's Name]