

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: H-1B Transfer Application for [Employee Name]

Dear [Recipient Name],

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

[Employee Name] is currently employed at [Current Company Name] and has been granted an H-1B visa valid until [Expiration Date]. The new role at our company requires [brief description of job responsibilities], which aligns with [Employee Name]'s qualifications and experience.

Enclosed with this letter are all necessary documents to support the H-1B transfer application, including:

1. Copy of [Employee Name]'s current H-1B petition approval notice
2. Resume and employment verification letter
3. Job offer letter from [Company Name]
4. Company support letter outlining the job requirements
5. [Any additional documents as needed]

We believe that [Employee Name] will be a valuable addition to our team, and we are committed to ensuring that all required steps for the H-1B transfer are completed efficiently.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]