

[Your Company Letterhead]

[Date]

U.S. Citizenship and Immigration Services

[Address]

[City, State, Zip Code]

Subject: H-1B Petition for [Employee's Full Name]

Dear Sir/Madam,

I am writing to submit the H-1B petition for [Employee's Full Name], who we seek to employ as a [Job Title] at [Company Name].

****Employer Information:****

- Company Name: [Your Company Name]
- Address: [Company Address]
- Employer Identification Number (EIN): [EIN Number]
- Contact Person: [Your Name and Title]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email]

****Employee Information:****

- Full Name: [Employee's Full Name]
- Date of Birth: [Employee's Date of Birth]
- Country of Citizenship: [Country]
- Job Title: [Job Title]
- Job Duties: [Brief Description of Job Duties]
- Educational Background: [Degree(s) and Institution(s)]

[Optional: Brief explanation of the need for the employee and the importance of their role within the company.]

Enclosed are the required documents to support this petition, including the Labor Condition Application, proof of the employee's qualifications, and evidence of the employer's business operations.

Thank you for your consideration. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]