

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

[U.S. Department of Labor Address]
[City, State, Zip Code]

Subject: H-2B Visa Compliance Letter

Dear [Recipient's Name],

I am writing to confirm our adherence to H-2B visa regulations as we proceed with our hiring process for temporary non-agricultural workers.

1. ****Employer Information****:

- Employer Name: [Your Company Name]
- FEIN: [Federal Employer Identification Number]
- Address: [Your Company's Address]

2. ****Job Details****:

- Position Title: [Job Title]
- Job Duties: [Brief Description of Job Duties]
- Employment Start Date: [Start Date]
- Employment End Date: [End Date]

3. ****Recruitment Efforts****:

We have undertaken the following recruitment efforts to source U.S. workers for the positions:

- [List any recruitment methods, e.g., job postings, advertisements]

4. ****Compliance Statements****:

We confirm that we will pay the required wage and uphold all working conditions as stipulated by the H-2B visa requirements.

5. ****Additional Information****:

- Total number of H-2B workers requested: [Number of Workers]
- Work Location(s): [Worksite Locations]
- Anticipated start/end dates: [Dates]

Please find attached all relevant documents supporting our visa application. We appreciate your attention to this matter and look forward to your assistance in processing our request.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]