

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

U.S. Citizenship and Immigration Services

[Office Address]
[City, State, Zip Code]

Subject: H-3 Visa Application - [Your Full Name]

Dear Sir/Madam,

I am writing to submit my application for an H-3 visa, which I require for [briefly explain purpose, e.g., training, work experience]. The details of my application are as follows:

1. ****Applicant Information****:
 - Full Name: [Your Full Name]
 - Date of Birth: [Your Date of Birth]
 - Nationality: [Your Nationality]
2. ****Program Information****:
 - Program Sponsor: [Sponsor's Name]
 - Program Duration: [Start Date] to [End Date]
 - Description of Training: [Briefly describe the training program]
3. ****Supporting Documents****:
 - Form I-129 (Petition for a Nonimmigrant Worker)
 - Form I-797 (Notice of Action)
 - Invitation Letter from Sponsor
 - Proof of Financial Support
 - Educational Qualifications

I have included all the required documents and information for your review. I respectfully request a favorable consideration of my application.

Thank you for your attention to this matter. Should you require any additional information, please feel free to contact me at the details provided above.

Sincerely,

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