

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Request for H-3 Visa Approval

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your assistance with my application for H-3 nonimmigrant training visa approval.

I have recently been offered a training opportunity with [Company/Organization Name] in [specific field/position] starting on [start date]. This training is crucial for my professional growth and aligns with my career objectives in [mention your career goals].

Please find attached all necessary documentation, including:

1. Form I-129
2. Training program description
3. Employer support letter
4. My resume
5. Any other required documents

I appreciate your attention to this matter and look forward to your favorable response regarding my H-3 visa application.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Company/Organization Name, if applicable]