

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

U.S. Citizenship and Immigration Services

[USCIS Address]

Subject: H-3 Visa Sponsorship for [Applicant's Full Name]

Dear Sir/Madam,

I am writing to confirm our intention to sponsor [Applicant's Full Name] for an H-3 visa as part of our training program at [Your Company/Organization Name].

[Applicant's Full Name] will be participating in a program designed to provide [brief description of the training or program], which aims to enhance their skills and knowledge in [specific area].

The training program is scheduled to begin on [start date] and will continue for [duration]. We believe that [Applicant's Full Name]'s participation will be mutually beneficial, as they will gain valuable experience while contributing to our team.

Attached are the necessary documents outlining the details of the training program, including the training objectives, a schedule, and information about our company.

Thank you for considering this application for [Applicant's Full Name].

Please feel free to contact me if you require any additional information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]