

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

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

Dear [Recipient Name],

I am writing to formally request your support for my application for an H-1B visa. I have been offered a position at [Company Name] as a [Job Title], where I will be responsible for [Brief Description of Job Duties]. This opportunity will allow me to utilize my skills in [Your Field/Industry] and contribute to the growth of the company.

I believe that my [Specific Qualifications or Experience] make me a suitable candidate for this role. My educational background in [Degree/Field of Study] from [University Name] and my experience with [Previous Job/Internship] have equipped me with the expertise necessary for this position.

Additionally, I have attached my resume and other pertinent documents for your review. I would greatly appreciate your assistance in providing the necessary support and documentation required for my H-1B visa application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]