

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

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

Dear [Recipient Name],

I am writing to express my interest in pursuing an employment-based immigrant visa through [specific visa type, e.g., EB-2, EB-3] and to provide supporting information regarding my qualifications and experience.

[Introduce yourself and briefly explain your professional background, including your education and relevant work experience.]

[Discuss your current position and responsibilities, highlighting any achievements or special skills pertinent to the role.]

[Explain why you believe you qualify for the employment-based immigrant visa and how your skills and experience benefit the company or organization.]

[Include any additional information that may be relevant, such as references, publications, or awards that support your application.]

I appreciate your time and consideration in reviewing my application for the employment-based immigrant visa. I look forward to the opportunity to discuss my case further and contribute to [Company/Organization Name].

Sincerely,

[Your Name]

[Enclosures: Resume, Supporting Documents]