

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name or Immigration Office]  
[Office Address]  
[City, State, Zip Code]

Subject: H-1B Visa Petition for [Beneficiary's Name]

Dear [Recipient's Name],

I am writing to formally request the approval of an H-1B visa for [Beneficiary's Name], who has been offered a position as [Job Title] with our company, [Company Name].

[Insert a brief introduction of the company and its business activities.]  
[Beneficiary's Name] possesses the required educational background and professional experience to excel in this role. [Provide details about the beneficiary's qualifications, including degrees, relevant skills, and work experience.]

The position [Job Title] requires specialized knowledge in [briefly describe the nature of the role and its importance to the company].

[Insert information on how the hiring of the beneficiary will benefit the company and contribute to its success.]

Attached to this letter, you will find copies of all necessary documentation to support this petition, including:

1. Form I-129, Petition for a Nonimmigrant Worker
2. Labor Condition Application (LCA)
3. Copies of [Beneficiary's Name]'s degree and transcripts
4. [Any additional supporting documents]

We believe that [Beneficiary's Name] meets all the qualifications and requirements for the H-1B visa. We kindly request the prompt approval of this petition.

Thank you for your attention to this matter. Please do not hesitate to contact me if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Phone Number]