

[Your Company Letterhead]

[Date]

[Consular Officer's Name]

[Consulate/Embassy Name]

[Address]

[City, State, Zip Code]

Dear Consular Officer,

I am writing to confirm the employment of [Employee's Full Name] with [Company Name], located at [Company Address].

[Employee's Full Name] has been employed with us since [Start Date] as a [Job Title]. In this position, [he/she/they] is responsible for [brief description of job duties and responsibilities].

[Employee's Full Name] holds a [Degree] in [Field of Study] from [University/Institution], which is essential for [his/her/their] role with us.

We are seeking a TN visa for [Employee's First Name] to allow [him/her/them] to continue working in the U.S. for an initial period of [Duration] with possible extensions. [His/Her/Their] work is crucial to our ongoing projects, and we are committed to supporting [him/her/them] during this process.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]