

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: TN Visa Support Documentation for [Employee's Name]

We are pleased to support [Employee's Name] in their application for a TN Visa. [He/She/They] has been offered a position as [Job Title] at [Your Company Name], effective [Start Date]. This position qualifies under the United States-Mexico-Canada Agreement (USMCA) as a [specific profession, e.g., "Engineer," "Scientist," "Accountant"].

Job Description:

- [Brief description of job responsibilities and duties]
- [Additional relevant details about the job or projects to be worked on]

Qualifications:

[Employee's Name] holds a [Degree] in [Field of Study] from [University Name] and has [Number] years of relevant experience in [Field/Industry]. [He/She/They] possess the skills necessary for the successful execution of tasks related to the role.

We believe that [Employee's Name] will contribute significantly to our team and help us achieve our business goals. We request that the necessary TN Visa be granted to [him/her/them] without delay.

Should you require any additional information regarding this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]