

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a TN visa under the United States-Mexico-Canada Agreement (USMCA) in order to [briefly state your purpose, e.g., "engage in professional activities as a [your profession]"].

I hold a [your degree] in [your field] from [your university] and have [number] years of relevant experience. My employment with [Employer's Company Name] as a [your job title] involves [briefly describe your job responsibilities and how they relate to your profession].

Enclosed with this letter are the following documents to support my application:

1. Copy of my educational credentials
2. Employment verification letter from [Employer's Company Name]
3. Resume/CV
4. Any other relevant documentation

I appreciate your consideration of my application and look forward to the opportunity to contribute to [name of the company or project] as a [your profession].

Thank you for your time and assistance.

Sincerely,

[Your Name]