

**\*\*TN Immigration Letter Checklist Example\*\***

1. **\*\*Letterhead\*\***
  - Company Name and Logo
  - Company Address
  - Date
2. **\*\*Recipient Information\*\***
  - U.S. Consulate or Border Inspection Station address
3. **\*\*Subject Line\*\***
  - "TN Visa Application Support Letter"
4. **\*\*Introduction\*\***
  - Employee Name
  - Position Title
  - Employment Start Date
5. **\*\*Job Description\*\***
  - Detailed description of the job duties
  - Required skills and qualifications
6. **\*\*Educational Background\*\***
  - Relevant degrees or certifications
  - Institution names and graduation dates
7. **\*\*Employment Confirmation\*\***
  - Confirmation of employment status
  - Full-time or part-time status
  - Salary information
8. **\*\*Purpose of Entry\*\***
  - Explanation of the need for the employee's presence in the U.S.
  - Duration of the assignment
9. **\*\*Company Information\*\***
  - Brief description of the company
  - Nature of business and industry sector
10. **\*\*Declaration\*\***
  - Statement affirming the need for the employee in the specified role
  - Assurance of compliance with immigration regulations
11. **\*\*Signature\*\***
  - Signature of the authorized company representative
  - Printed name and position
  - Contact information
12. **\*\*Attachments\*\***
  - Employee resume
  - Copies of relevant degrees or certifications
  - Company brochure or profile (if applicable)