

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

Dear [Recipient's Name],

Subject: Immigration Compliance Confirmation

I am writing to confirm our compliance with the immigration regulations as required by [specific law or regulation, e.g., the Immigration Reform and Control Act]. We understand the importance of adhering to all immigration laws and have implemented policies and procedures to ensure compliance within our organization.

As part of our efforts, we have taken the following steps:

1. Conducted training sessions for all employees handling immigration-related documentation.
2. Established a verification process for the employment eligibility of all new hires using Form I-9.
3. Maintained accurate records of employee documentation and compliance measures.
4. Scheduled regular audits to ensure ongoing compliance practices are in place.

Should you require any further documentation or information regarding our compliance efforts, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]

[Your Organization Name]