

Sample Letter Accompanying an Application for H-1B

Please Use Departmental Letterhead

Date

U.S. Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

To Whom It May Concern:

This letter is submitted in support of our H-1B petition and extension application on behalf of Dr. John Doe, a British national. Dr. Doe's Research Associate position in the Department of Physics and Astronomy has been continued. This continuation will be effective from March 15 2006, through March 14, 2008 at the salary level of \$50,000.00 per year. This position reports directly to Dr. John Smith, Chairman of the department. His duties include investigating the thermal properties of photonic band-gap materials. In particular, he will perform research on the frequency and angular dependence of thermal radiation from photonic crystals. Dr. Doe will also act as an advisor for undergraduate and graduate student research.

Dr. Doe was selected based on his qualifications and experience. He has a Ph.D. in Physics, with a specialty in theoretical quantum optics physics. He also has three years of related job experience.

Sincerely,

John R. Smith

Chairman