

**PREPARE ON DEPARTMENTAL LETTERHEAD**

Date

Department of Homeland Security  
U.S. Citizenship and Immigration Services  
California Service Center  
24000 Avila Road  
2<sup>nd</sup> Floor, Room 2312  
Laguna Niguel, CA 92677

**SAMPLE**

RE: H-1B petition on behalf of NAME

To Whom It May Concern:

This letter is being submitted in support of the H-1B petition filed by Michigan State University (MSU) DEPARTMENT NAME on behalf of NAME. At this time, the University wishes to (H extensions: continue to) temporarily employ NAME in H-1B status as a/an POSITION TITLE for the time period beginning DATE to DATE. DR./MR./MRS. LAST NAME will earn \$AMOUNT per year/academic year in this position.

Established in 1855, Michigan State University is a nonprofit academic and research institution and is recognized as one of the foremost academic institutions in the world. In order to maintain this level of excellence, it is essential that our staff members be of the highest merit and ability. The DEPARTMENT NAME *has been recognized as/ visibility on the national and international scale has increased/ up-and-coming programs in the country . . .* a sentence or two about the department. The Department has an opening for a/an POSITION TITLE. The minimum requirements for this professional position are a *Bachelor, Masters, PhD in field(s) or related field*. **NOTE: The person you are petitioning for must hold a degree in the field listed.** As a POSITION TITLE, she/he will be responsible for *list duties/research objectives...*

NAME received her/his DEGREE in FIELD from the INSTITUTION NAME. She/he has experience as a *graduate student/researcher/teacher/ involved in this type of research. Connect individual's experience with job requirements for the position.*

Based on Dr./Mrs./Mr. LAST NAME's outstanding background and experience, we wish to employ her/him for a temporary period as a POSITION TITLE. We understand the temporary nature of the H-1B status we seek for Dr./Mrs./Mr. LAST NAME and assuming our H-1B petition is approved, we fully intend to comply with all the regulations regarding employment of individuals in H-1B status. Submitted with this H-1B petition is a certified Labor Condition Application. MSU Department of NAME will provide for the cost of return transportation of this individual to the country of last residency if released by our institution prior to the expiration of H-1B status. Thank you for your attention to this matter.

Sincerely,

Name  
Department Chair