

[DATE, ex. Wednesday, June 11, 1998]

[NAME, COMPANY AND ADDRESS, ex.

John Smith

XYZ Inc.

1234 First Street

Suite 567

Anycity, Anystate 85245]

Dear [NAME, ex. John Smith],

I am the owner of [NAME OF BUSINESS] in [ADDRESS OF BUSINESS]. During the past [NUMBER OF YEARS APPLICANT HAS BEEN EMPLOYED BY BUSINESS] years, [NAME OF IMMIGRATION APPLICANT] has been employed with this business in the capacity of a [DESCRIBE NATURE OF APPLICANT'S EMPLOYMENT].

During this entire period, [NAME OF IMMIGRATION APPLICANT] has provided excellent service. He/She is a reliable, conscientious, and hard working individual who we have trusted and relied on.

To our knowledge, [NAME OF IMMIGRATION APPLICANT] has never been a financial burden on any type of government assistance. He/She is a model individual who will be an asset to our country .

We fully support, in every possible way , [NAME OF IMMIGRATION APPLICANT]'s immigration application.

Sincerely,

[YOUR NAME, ex. Jill Jones]