

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Immigration and Naturalization Services
Address Line
City, State Zip Code

Re: Request for Reconsideration – Permission for Work Visa

Dear :

I recently received a letter denying my request for a H1-B work visa. I request that you reconsider this decision. Currently, I have a sponsoring employer; a graduate degree in engineering, and a full intent to stay in the United States for a maximum of six years.

I am enclosing a copy of my original application and the documentation to prove my eligibility for the H1-B visa. If you are in need of any other information to reconsider my application, please do not hesitate to contact me.

Sincerely,

N A M E