[[Date]]

Department of Homeland Security

USCIS

Dear Immigration Officer:

My name is US\_employment\_letter\_signator. I am [Title\_US\_employment\_letter\_signator of the petitioner\_company\_name.

petitioner\_company\_name is L\_Describe\_US\_Company.

We seek to employ beneficiary\_name\_first beneficiary\_name\_last in the position of L\_Beneficiary's\_US\_Postion.

The position meets the L-1A requirement of an executive or managerial position based upon the following duties:

L\_Category\_Duty\_USC\_1

L\_Category\_Duty\_USC\_2

L\_Category\_Duty\_USC\_3

beneficiary\_title beneficiary\_name\_last will be employed for the term of L\_Beneficiary's\_term\_employment. The salary will be L\_Beneficiary's\_Salary.

Sincerely,

US\_employment\_letter\_signator

Title\_US\_employment\_letter\_signator