

Client Letter Request Form

Please complete the following and append a copy of the manager letter providing the description of job duties.

Date: _____

Requestor/POC: _____

Request for:

- ☐ Initial Application – I -129 Petition
- ☐ Request for Additional Information – RFE from USCIS
- ☐ Consulate Request for Information – 22IG

Addressee Entity:

☐ U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services

☐ U.S. Department of State
U.S. Consulate General
Nonimmigrant Visa Section

Beneficiary Name: _____ ☐ Male ☐ Female
First Last

Beneficiary Job Title: _____

WBEI Facility Address:

- ☐ 3300 W. Olive Avenue, Burbank, CA 91505 ☐ 4000 Warner Blvd., Burbank CA 91505
- ☐ Other (please provide):
