



Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

SAMPLE EMAILS

This document contains a variety of sample emails that you can use to help draft emails to your recommenders and others that you may need to contact throughout the petition preparation process. You do not have to use these emails, and you are free to edit them as you see fit, but we offer them to give you an idea for the kinds of things you may say.

Email to a potential recommender

Dear Dr. [Name],

I am writing to respectfully ask you to support my application for permanent residency in the U.S. My name is [Name], and I am currently a [position] at [Employer]. [Explain why you are asking them for a recommendation. For example,

1. We have met at [Conference] in [year] and had a nice talk about my presentation.
2. You have cited some of my papers in your publications.
3. You may not know me, but we have similar research interests and I have closely followed your research and am impressed by your achievements.]

I obtained a PhD degree from [University] and an MS from [University] and I have worked in the field of [field] for [number] years. In addition, I have published numerous papers in prestigious journals such as [Journal] and [Journal].

To continue my research and work in the U.S., I wish to obtain permanent residency under the classification of [EB1A, Alien of Extraordinary Ability / NIW, National Interest Waiver / EB1B, Outstanding Professor or Researcher]. Your reference would be very helpful for my [EB1A / NIW / EB1B] petition given that you are a recognized expert in this field and we have similar research interests. With your permission, I will draft and send you a recommendation letter for you to review and sign.

This is a very important step for my career and your help is greatly appreciated. Attached please see my CV and don't hesitate to contact me if you need further information. Thank you very much.

Sincerely,



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Email to send to a recommender along with the draft of the letter

Dear Dr. [Name],

As you may recall, I previously contacted you on [date] to request your permission to send you a draft of a recommendation letter in support of my petition for permanent residency in the United States under the category of [EB1A, Alien of Extraordinary Ability / NIW, National Interest Waiver / EB1B, Outstanding Professor or Researcher]. Please find attached the draft of the recommendation letter. Please feel free to make any changes to the letter that you feel are appropriate.

I would greatly appreciate it if you are able to print out the letter on your professional letterhead, sign it with pen, and either mail me that copy or scan a copy of the letter you have signed in pen and e-mail that PDF scan to me. My attorney has asked me that if you wish to alter this version of the letter, please send the edits in a Word document first so that they can review it and ensure that your letter will contain the most helpful information for my case. Specifically, they have mentioned the following types of things that could actually be harmful: speculative language discussing the potential or future benefits of my work (rather than my past contributions and accomplishments; including your number of citations; and specifying the immigration classification that I am applying under.

This is a very important step for my career and your help is greatly appreciated. Please don't hesitate to contact me if you need any further information. Thank you very much for your support.

Sincerely,



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Email reminder for a recommender

Dear Dr. [Name],

I am writing today with regards to my petition for permanent residency that is soon to be filed. I understand that you are very busy, but your gracious support is very important for my petition and to me personally. I just wanted to send a friendly reminder that I am awaiting your signed letter. If you could please send me any correspondence on the progress of this letter I would greatly appreciate it, and will be happy to field any questions, comments or concerns you may have.

I am looking forward to hearing from you. Thank you so much for your support in this matter that is very important to myself, my family, and my future endeavors.

Sincerely,

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Email for a first author contribution letter

Dear Dr. [Name],

I am in the process of petitioning for U.S. permanent residency under the classification of [EB1A, Alien of Extraordinary Ability / NIW, National Interest Waiver / EB1B, Outstanding Professor or Researcher] and I am sincerely hoping to have your support.

We have collaborated on the paper "[Title]" published in [Journal] in [year]. The paper has had a significant impact and is one of my most heavily cited papers. To highlight my accomplishments in the field, I respectfully ask you to sign a testimony confirming my contribution to the paper. With your permission, I will send you a draft of the letter for you to review and sign.

Please don't hesitate to contact me if you need more information.

Sincerely,



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Email for a testimonial letter confirming peer review work

Dear Dr. [Name],

My name is [Name] and I have reviewed papers for [Journal] following your invitation. I am writing to respectfully ask you to support my application for permanent residency in the United States. I am currently in the process of petitioning under the classification of [EB1A, Alien of Extraordinary Ability / NIW, National Interest Waiver / EB1B, Outstanding Professor or Researcher]. It will be helpful if you can provide a testimonial letter confirming my contribution to the field of [Field].

It will be a simple letter, stating that you invited me to review the papers due to my expertise in the field and that I completed this review work. With your permission, I will draft a letter for you to review and sign.

This is an important step in my career and your help is greatly appreciated. Please don't hesitate to contact me if you need further information.

Sincerely,



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Email requesting to do peer review work

Dear Dr. [Name],

My name is [Name] and I am currently a [Position] at [Employer]. I am writing to respectfully request an opportunity to review papers for [Journal].

I obtained my PhD from [University] and I have been doing research in the field of [Field] for [number] years. I have published numerous papers in prestigious journals such as [Journal] and [Journal]. Now that I have demonstrated achievements through my research, I wish to contribute to the field of [Field] and I would sincerely appreciate the opportunity to review for your journal.

Attached please find my CV. Please don't hesitate to contact me if you need further information.

Sincerely,



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Email requesting to be an associate editor

Dear Dr. [Name],

I am writing to express my interest in being an associate editor for [Journal]. I obtained my PhD from [University] and I have been doing research in the field of [Field] for [number] years. I have published numerous papers in prestigious journals such as [Journal] and [Journal], with over [number] citations. Attached please find my CV for further information. I have also been an active reviewer for [Journal] and [Journal]. Attached please find the comments I have given for those manuscripts.

Thank you for your time, and I am looking forward to working with you.

Sincerely yours,

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