[DATE]

[PERSONAL OR BUSINESS ADDRESS]

To Whom it May Concern:

My name is {Full Name} I am {job title} at {Company}. In my role, I {discuss job duties}. My academic credentials include {list your academic degrees and any other academic credentials that position you as an expert/specialist in the industry}. Moreover, I have {highlight any other accomplishments/successes/published work you may have in the field}.

I have reviewed {Petitioner’s name} credentials, experience, and accomplishments in the {field of endeavor}. {His/her} credentials and experience include {summarize Petitioner’s credentials and work experience}. As demonstrated by {his/her} work, {Petitioner’s name} is an accomplished professional who has broadly impacted the {field of endeavor} through {provide details about Petitioner’s projects/events that show a positive impact to the company that he/she works for, to the region, to the industry, to the state, or to the country where he/she lives. It is imperative to provide specific examples of these projects and avoid general explanations. See the following pointers to help you elaborate}.

* 1. Major accomplishments and/or achievements within their role or organization.
  2. Significant and important awards and what was the petitioner’s contribution to receive the award?
  3. Challenges or any adversity that the petitioner was able to overcome in their role.
  4. What sets the petitioner apart from other similar professionals in this field?
  5. Discuss the impact of their work on the overall organization or community in which it took place. It is helpful to use quantifiable examples. For instance, *“the petitioner helped increase efficiency in the company by 25% over the last fiscal quarter.”*
     1. More profit to the business? How? How did it compare to how it was before he/she worked there?
     2. Did he/she bring more clientele?
     3. Did he/she create more job opportunities for others?
     4. Did he/she develop new techniques, protocols, products, etc. that have been used by other professionals?
  6. Anything else you may find helpful.

Based on this information, I can attest to {Petitioner’s name} professional abilities and skillset in {the field of endeavor}, and I reason that these make {him/her} well positioned to carry out his efforts/endeavor in {briefly explain the endeavor that Petitioner is pursuing in the US}. Through {his/her} efforts/endeavor, {Petitioner’s name} will benefit the United States because {make a brief conclusion as to how Petitioner’s work will benefit the country – this can be economic, educational, social, environmental benefits etc}.

{Petitioner} is a highly qualified {field of endeavor} professional whose commitment to continuous improvement will serve the US {interests i.e. economic, societal, environmental, scientific, etc.}. For these reasons, I fully support them. And hope the US will view {Petitioner} as the great talent that he/she is.

Sincerely,

[Your Signature]

[Your Name (Print)]

[Your job position and company where you work]

[Your Email]