Good afternoon,    
   
I am «Assigned\_TK»,the paralegal that will be assisting attorney Sarah with the H1B matter for «Name». Per attorney directives, please verify the information below has not changed:

1. Company Name and address: «Corp\_Name»«Corp\_Address»
2. The Doing Business As names of the prospective petitioning company or organization, if applicable:
3. Mailing address: (if this a residence) «Address\_Line\_1»
4. Complete address for each office where employee will be working:
5. FEIN:
6. Company Official who will be signing documentation-
   1. Name: «Name»
   2. Job title:
   3. Email address: «Email\_Address»
   4. Telephone number: «Cell»
7. Please provide the number of total employees at your company:
8. Employee/s Job Title-
   1. Please provide if the position requires supervision of other employees and if so, please provide number of employees that will be supervised:
   2. Please provide current number of H-1B employees, if any.
9. Prospective employee’s immediate supervisor-
   1. Name:
   2. Job Title:
   3. Job Description:
   4. Please provide resume
10. Description of prospective employee/s job duties:
11. Minimum requirements for the position/job title (i.e. bachelor’s degree and number of years of experience required):
12. There is/are \_\_\_\_ other employee at your company with the job title and duties of the prospective employee.
13. Offer of Salary for prospective employee;
14. Anticipated Start Date of prospective employee;
15. Please provide an email address where I may contact «Assigned\_TK».

If you have any questions, please do not hesitate to contact me at 713-637-4755.

Best regards,

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