

OFFICIAL COMPANY LETTERHEAD

Today's Date

Dear USCIS Official:

I am writing to confirm that [STUDENT NAME] is employed by [COMPANY NAME] and will fulfill the following job responsibilities that directly relate to the student's qualifying STEM degree in [NAME OF DEGREE/MAJOR]:

[LIST OF TRAINING/JOB RESPONSIBILITIES]

Sincerely,

[WET SIGNATURE]

[TYPED NAME]

[EMPLOYER'S CONTACT INFORMATION]