[On Departmental Letterhead]

[Date]

Dear Consulate Official:

[Name of H-1B/O-1 employee] is currently employed in [H-1B/O-1] status in the Department of [Name of department] in the position of [position title] earning an annual salary of [dollar amount]. [Name of employee] is authorized to work in the department until [end date of H-1B/O-1 approval period].

[Name of employee] is traveling to [country name] to [state purpose of trip, i.e. visit family and friends, or attend a conference] and is expected to return to Emory University to resume [H-1B/O-1] employment on [date].

[Name of employee] is performing [research, instruction and/or clinical practice] in the field(s) of [state general field(s) of research, instruction, clinical practice, i.e. genetics, molecular biology, history, internal medicine]. The nature and purpose of this [research, instruction and/or clinical practice] is to [state the nature and purpose of the research, instruction, and/or clinical practice responsibilities in terms that a layperson could understand, i.e. discover the genetic and/or molecular causes of prostate cancer, or improve on therapeutic treatments of prostate cancer, or instruct students in history, or provide clinical practice on various subspecialty ward of internal medicine]. To the best of our knowledge, this [research, instruction, and/or clinical practice] can only be useful to persons [researching, teaching, and/or providing clinical care and state general goal of research, instruction, and/or clinical practice, i.e. prostate cancer, history, internal medicine] and could not be used for a dual purpose.

Kindly issue [Name of employee] an [H-1B/O-1] visa stamp so that [he/she] may return to the U.S. to resume [his/her] employment at Emory University.

Sincerely,

[Name of supervisor]

[Title of Supervisor]

[Phone Number]

[Fax Number]

[email address]