

Date: XXXX, 2006

To,  
Visa Officer  
Consulate General of United States of America  
Chennai 600 006  
India.

Dear Officer,

The following is the project and duties of Mr. XXX during his stay in the United States with our company. Mr. XXX is to perform as a Programmer Analyst using his technical and analytical skills on the below mentioned project.

**Project Description:**

XXXXXXXXXXXXXXXX. Some of the salient features of this product are:

- XXX1.
- XXX2
- XXX3
- XXX4

**Responsibilities:**

- Resp1.
- Resp2
- Etc..

**Skills Required:** Skill1, Skill2

**The following is the start date and location of the project:**

<b>Project Start Date</b>	XXX 2006
<b>Project End Date</b>	XXX 2008 (with a possibility of extension)
<b>Location</b>	Location

Regards,

YYYYYY  
Designation  
Phone  
Email: