

Date: ,2006

Consulate General of United States of America
220 Anna Salai
Chennai 600 006
India.

Re: Requesting Of additional information for the issue of visa for <Mr...>>

Dear Officer,

As requested, please find the below information pertaining to Mr. <<XXX>> s services / engagements during his intended employment with YYY, Inc.

- Please find the enclosed interior and exterior photographs where Mr. XXX will be deployed.
- Please find the enclosed signed letter from the beneficiary's prospective manager at the end client location.
- Please find the enclosed detailed description of the development project to which the beneficiary will be assigned.
- Please find below Mr. XXX itinerary of services / engagements during his intended employment with YYY Inc along with the brief description of the project in which Mr.XXX is to perform as a programmer Analyst utilizing his technical and analytical skills.

Client:

Project Start Date:

Project End Date:

Location:

Contact Person:

Project Description:

- XXXXX

Responsibilities:

- YYYY

Skills Required: Skill1, Skill2

Please feel free to contact us for any further clarifications.

Sincerely,

ABCD
HR Manager