Date

Dear Sir or Madam,

I am writing to notify you that I am aware Mr. Howard O’Brien is seeking a visitor’s visa to the United States, and that I am indeed his employer. Mr. O’Brien has been an employee of Johnson Carpentry for 7 years, and is currently a senior carpenter and team leader. His salary is $45,000 per annum.

If you require any further information from me, please contact my office on 004490122166

Harry Quinn

Johnson Carpentry Manager

Republic of Ireland