

[Company Letter Head]

[Date]

United States Consulate
[Address]

RE: Transportation Worker Identification Credential (TWIC) Annotated B-1 Visa

Dear Sir or Madam:

This letter is to confirm that *[First & Last Name]* is currently employed by *[Company Name]*. *[His/Her]* employment with us began on *[Month, Day, Year]*. *[He/She]* holds the position of *[Position Name]*. *[Mr./Mrs./Ms.] [Last Name]* is a citizen of *[name of country]*.

[Mr./Mrs./Ms.] [Last Name] intends to perform service in secure port areas and is requesting a B-1 visa. *[His/Her]* job involves tasks that require access to secure areas of a Maritime Transportation Security Act (MTSA) regulated vessel, facility, or outer continental shelf facility. The duration of this work assignment is expected to be *[number of days/weeks/months]*. The specific port areas and/or vessels at which *Mr./Mrs./Ms. [Last Name]* will be working are *[name of facility(ies)/vessel(s), City(ies), and State(s)]*. Therefore, a "TWIC LETTER RECEIVED" annotated B-1 visa is requested.

Please contact me at *[Phone Number]* directly should your office require any further information.

Sincerely,

[Name]
[Company Name]
[Signature]