Date

**United States Embassy / United States Consulate General**

US Embassy / US Consulate General Address – Street, City, State/Province, Country

To Whom It May Concern:

On behalf of employee/student name (Emp. ID xxxxx), a national of country of nationality, we are submitting a scan of her/his/their valid passport and required documents to apply for a xx-day, temporary, non-immigrant visa. Title. employee name is currently employed in the department/division of employer institution / university name as a position. She/he began employment on date of start of employment.

Title. employee/student name is planning to visit the United States to attend the 2018 Galaxy Community Conference & Bioinformatics Open Source Conference (GCCBOSC 2018) (<https://galaxyproject.org/events/gccbosc2018/>). By invitation of Dr. Nicole Vasilevsky, Research Assistant Professor and Co-Chair of GCCBOSC 2018, the event is organized by Oregon Health & Science University (OHSU) and will be held at Reed College, located at 3203 SE Woodstock Blvd in Portland, Oregon, USA, from June 25 to July 01, 2018. Title. employee/student name will depart country of origin for this visit from city of departure for this visit on date of departure, will arrive in Portland, Oregon on date of arrival to Portland, will attend GCCBOSC 2018, remaining in the United States for a total of xx days. She/he will depart the United States from Portland on date of departure from Portland.

Title. employee/student name will be on official travel for employer institution / university name while attending the conference, and we have arranged her/his/their air travel (both to and from) as well as her/his/their living accommodations for the length of the stay. Title. employee/student name will be eligible to submit all other travel related expenses for reimbursement as covered under the employer institution / university name travel policy.

We would greatly appreciate any assistance you can provide in processing this petition. While in the United States, title. employee/student name will be contacting Dr. Nicole Vasilevsky, Research Assistant Professor and Co-Chair of GCCBOSC 2018, Oregon Health and Science University, 3181 S.W. Sam Jackson Park Rd. Portland, OR 97239 USA. Title. employee/student name will be staying at the following hotel: Hotel Name (hotel phone number).

Thank you for your kind assistance in this matter. Should you have any further questions regarding this trip and/or title. employee/student name’ employment with employer institution / university name, please feel free to contact me directly at phone or by email at email address.

Sincerely,

Name of person responsible for issuing employment / student letter

Title

Name of institution

Mailing address

Phone | Email