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PLACE ON YOUR COMPANY LETTERHEAD

DATE

RE: Lawful Status of H-2 Visa Workers: ADD EMPLOYEE NAME

To Whom it May Concern: BUSINESS NAME is a business located in BUSINESS LOCATION. Our workforce includes non-immigrant employees who are legally present in the United States on (H-2A or H-2B) visas.

This letter is intended to provide information and context explaining the legal status of these workers.

The program was established by the Immigration & Nationality Act (INA) as a lawful means of temporarily employing foreign workers. See 8 U.S.C. § 1184. Workers who are admitted in the H-2 visa status are duly authorized by U.S. Citizenship and Immigration Services (USCIS) to live and work in the U.S. for their sponsoring employer for the period of stay indicated on their Form I-94, Arrival/Departure Record. Their nonimmigrant status – as well as the authorized employer – is indicated on their visa.

Please understand that many of these workers have limited English proficiency and may be unable to understand your questions without a qualified translator. Should you have any concerns about their legal presence in the United States, we as their employer would encourage you to contact CONTACT NAME/CONTACT PHONE)

This individual is happy to provide more information about the program and assist with any document requests you may have, including helping you obtain copies of the relevant documentation (passports, visas, I-94s, or an executed Form I-9, Employment Eligibility Verification) that may be necessary to establish the worker's lawful presence.

We trust that this letter is sufficient to explain that our workers have maintained lawful presence in the U.S. and should thus not be subject to any detention, removal, or any other enforcement action by your agency.

Regards,

Owner/General Manager/Point of Contact



630.472.2851



www.landscapeillinois.org



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