

**Suggested wording for letter to U.S.C.I.S. to be typed onto Departmental Letterhead**

Dear Sir or Madam,

We wish to support a TN application for \_\_\_\_\_ for the position of \_\_\_\_\_ . This appointment will begin on \_\_\_\_\_ and end on \_\_\_\_\_ . (Appointment should not be for longer than one year per TN regulations). The position will carry a salary of \$\_\_\_\_\_ per year.

The main duties of the position are to.....

\_\_\_\_\_ possesses the necessary qualifications for the above position. These qualifications include.....

\_\_\_\_\_  
(Signature of Department Head)