

To,

**Consulate of United States**

210 Colombo - Galle Main Rd, Colombo  
00300, Sri Lanka

**Apr 5, 2023**

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**Subject: Approval of my Work Visa with US Consulate**

Dear Sir/Madam,

I would like to visit United States for employment between Oct 25, 2023 and Apr 25, 2024 .

**Travel Purpose:** To work

As Srilanka citizen, I need to get a Work Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

I am currently working at Arpico Ataraxia as Junior Associate I am the bearer of the expense of this trip

I am following the requirements as mentioned on the US consulate website.

Please find enclosed the following documents to support my Work Visa application :

- **Proof of visa fee paid.**
- **Bank statement from my sponsorer for this trip.**
- **Proof of my leave approval from my employer**
- **Rental Agreement for the duration of my stay.**
- **My employment contract**
- **Duly filled visa application form**
- **My latest ITR which have been filed till date**

- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Attested bank statement of last 6 months
- My employment contract from the company in your country
- Two application forms as mentioned in the requirements
- Hotel bookings made for this trip.
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Original and copy of my passport with minimum 6 months validity
- Photos as per visa specification
- Proof of Invitation from my host

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

\_\_\_\_\_ Date: Apr 5, 2023

*(Arjuna)*

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