

[Business Letterhead if available]

Date

USCIS \_\_\_\_\_ Service Center  
Street Address

Re: **I-129 Petition of [Organization] for O-1B Classification for [Beneficiary]**

Dear Sir or Madam:

Enclosed is an I-129 petition for [Beneficiary] who has been contracted by [Organization] (as Petitioner/Agent) for the [season date, performance dates, etc].

Best efforts have been made herein to give the most current snapshot of Beneficiary's itinerary, known as of the date of this filing. However, in accordance with **8 CFR 214.2(o)(2)(iv)(D)**, this petition is **itinerary-based** and the petitioner may add additional engagements during the approval period. In accordance with (8 CFR 214.2(o)(2)(iv)(E)(3), [Organization] will act herein as Beneficiary's Designated Agent for immigration purposes only, on behalf of the other organizations engaging the Beneficiary for the period listed on the petition, including requests made for extensions or amendments to this petition.

We submit the following elements, in accordance with **CFR 8 § 214.2(o)**, and as available:

- 1) I-129 with attached \$320 filing fee;
- 2) Per **CFR 8 § 214.2(o)(5)**, one or more consultation letters attesting to Beneficiary's stature as an O-1B alien of extraordinary ability in the performing arts, from one or more of the following expert service organizations and/or collective bargaining representatives:  
a) [organization] b) [organization] c) [organization]
- 3) Copy of Beneficiary's passport biographical data page to facilitate security check;
- 4) A Statement in Support of the Alien's Qualifications including, but not limited to: intended engagement information, biographical details, any special circumstances surrounding the petition, information regarding prior periods of stay in the U.S., and compensation details;
- 5) One or more prior Approval Notice(s) (form I-797). Copies of visa page(s) showing prior Approval Notice number(s) may also be included;
- 6) A copy of the Beneficiary's intended contract(s) and/or letter agreement(s) for the engagement period, known as of the date of this filing, which may or may not include contracts/letter agreements from other organizations. A Letter of Authorization from other organizations may also be included.
- 7) Biographical information; and
- 8) Press and/or review materials, supporting Beneficiary's extraordinary standing in the performing arts.

Please note that the start and end dates of the engagement period as listed on the I-129 may be adjusted from contracted dates to reflect travel, time zone adjustment, and preparation time for the artist.

Thank you for your time and attention.

Sincerely,

Encls.