

Sample Itinerary-Based Cover Letter

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.

I. Contents.

O-1B Petition: Enclosed in duplicate, we submit the following elements, in accordance with **CFR 8 § 214.2(o)**, and as available:

- 1) I-129 with attached \$325 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.

II. Special Considerations.

[In this section, raise any special issues you wish to draw to the attention of the USCIS examiner. First, and foremost, would be a request for a traditional expedite, based on your non-profit status, or any timing considerations you wish to bring to the attention of the Premium Processing unit. Also, speak up here if you are relying on the O-1B exception to the requirement of a new labor consultation because you are providing one obtained for similar services within 2 years of the proposed entry date. Other issues you might wish to address here are requests for duplicate approval notices in cases of multiple beneficiaries in O-2 or P petitions seeking visas at different consulates; waivers of the labor consultation requirement if there is no appropriate labor organization; gaps in the itinerary during which the beneficiary will be performing outside the U.S., etc.]

III. Discussion.

The Lyric Opera of Tenafly, founded in 1978, organizes and presents each year an opera season generally consisting of four productions, four performances per production, at the Tenafly Opera Hall, in Tenafly, New Jersey. Additional background on our organization and current opera season is attached at Tab A. You will note that the season's brochure highlights the appearance of Mr. Clemenza, in the tenor role of Don Basilio, in *The Marriage of Figaro*.

The beneficiary, Mr. Clemenza, an Italian national, is an acclaimed tenor who sings principal roles in classical grand operas. At Tab B, please find an extensive bio of Mr. Clemenza, listing his many career credits to date on opera stages throughout the world. Tab B also contains his discography, followed by copies of the CD covers from his two most recent releases.

At Tab C, we attach a selection of media reviews of Mr. Clemenza, from various performances over the years. For instance, the *New York Times* said of Mr. Clemenza's performance as Don Ottavio, "his voice unmasked a great deal more than Don Giovanni." And, *The Times of London* said of his performance as Squeak in *Billy Budd*, "he hung on every phrase." We have provided certified translations of any foreign language articles.

Tab D contains copies of various Playbills and other public relations materials relating to the performances of Mr. Clemenza over the past several years. An active performer who generally sings at least five leading roles in different opera productions each year, Mr. Clemenza is in demand throughout the opera world.

Tab E contains copies of O-1B approval notices received by Mr. Clemenza for prior performances in the U.S. Where we have been unable to obtain a copy of the prior I-797 notice, we include instead a copy of the associated O-1B visa.

Finally, at Tab F, we enclose a copy of our contract with Mr. Clemenza. It calls for him to receive a total of \$10,000 in compensation for the four performances and associated rehearsals. In addition, we will pay for his transportation, hotel and meals, at an estimated cost of \$4000.

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.