

*ARTISTS FROM ABROAD*  
*Complete Guide to Immigration & Tax Requirements for Foreign Guest Artists*

**Sample Cover Letter**

[Business Letterhead if available]  
date

**VIA AIR COURIER**

USCIS \_\_\_\_\_ Service Center  
[street address]

Re: I-129/O-1B Petition of the Lyric Opera of Tenafly for Peter Clemenza

Dear Sir or Madam:

Below we list the **contents** of the accompanying petitions, then address any **special considerations**, after which we discuss the petition and supporting evidence.

**I. Contents.**

O-1B Petition: Enclosed in duplicate, please find:

1. I-907 with attached \$1000 premium processing fee [if premium processing];
2. I-129 with attached \$320 filing fee;
3. Labor consultation from AGMA, the appropriate labor organization for opera singers;
4. Passport biographical data page to facilitate security check;
5. Supporting documentation, including:
  - Tab A. Background information on the petitioner;
  - Tab B. Bio and discography of the beneficiary, with covers of some of his CD recordings;
  - Tab C. A selection of reviews of the beneficiary, including certified translations of any foreign language articles;
  - Tab D. A selection of playbills and other PR materials relating to the beneficiary;
  - Tab E. Copies of the beneficiary's prior O-1B approval notices or prior O-1B visas;
  - Tab F. Contract with the beneficiary.

**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.

Thank you for your time and attention.

Sincerely,

Emilio Barzini, President