



Artists from Abroad

Complete guide to immigration
and tax requirements

www.artistsfromabroad.org

Sample Letter of Intent and Authorization

[Business Letterhead if available]

[Date]

[Petitioning Organization]

[Address 1]

[City, State, Zip]

ATTN: [Visa Administrator]

re: **LETTER OF INTENT AND AUTHORIZATION**
I-129, O-1(B) petition for [Artist]

Dear [Visa Administrator]:

This letter shall serve as notice and confirmation of [Organization]'s intent to engage the above-referenced Artist for our [2007/08; 2008/09, etc.] season(s) [singing the role(s) of, conducting, directing, choreographing, etc.] our production(s) of [name of production]. The intended period(s) of engagement with [Organization] is [Date(s)].

Further, and under the provisions of 8 CFR § 214.2(o)(2)(iv)(E)(3), [Organization] authorizes [Petitioning Organization] to serve as Petitioner on our behalf, for immigration purposes only, for the I-129 O-1(B) itinerary-based petition prepared for Beneficiary [Artist].

It is understood that the period of engagement includes travel, rehearsal, vocal/staging rehearsals and performances. Schedule and compensation information will be detailed in a forthcoming contract.

The address/phone for rehearsal and performance periods at [Organization] is as follows:
[Organization's address/phone]

Should you or the USCIS have any questions regarding this matter, please do not hesitate to contact the undersigned at [phone] or at [email].

Sincerely,

[Name]

[Title]