**[Print on Official Company Letterhead]**

[DATE]

U.S. Department of Homeland Security

U.S. Customs and Border Protection

Port of Entry

RE: **[FORMER EMPLOYEE NAME]**

Dear NAFTA Officer:

Please allow this letter to serve as confirmation that **[EMPLOYEE FULL NAME]** worked with **[COMPANY NAME]** in [**Province, City, Canada**] from [**MONTH/DAY/YEAR**] until [**MONTH/DAY/YEAR**]. During this time [**he/she]** was employed as a [**POSITION HELD**] working [**XXX**] hours per week. As [**POSITION HELD**], at **[COMPANY NAME]**, I can attest to [**his/her**] duties during this period.

During **[EMPLOYEE FULL NAME]**’s years of employment, [**he/she]** performed the following duties:

* **List in detail specific duties related to the TN profession being sought.**

If you require any additional information please contact me directly, at **(Insert Phone #).**

Sincerely,

**[LETTER WRITER FULL NAME]**

**[LETTER WRITER POSITION]**