

University/Company/Laboratory Letterhead

Date

Angela Melocoton
Supervisor
Guest, User, Visitor Center
Building 400E
20 Brookhaven Avenue
Upton, NY 11973-5000

Regarding: **Guest First Name, Last Name**

Dear Ms. Melocoton:

Upon your request, we confirm that **First Name Last Name** is currently a **student/employee** at **Institution/Employer Name** located in **City, State** in valid **list visa type** visa status until **Month Day Year**. **First Name Last Name is/was** permitted to visit Brookhaven National Laboratory (BNL) for the stated purpose. If authorized, prior to **First Name Last Name's** visit date by the BNL host and in accordance with BNL travel policy, **First Name Last Name** may be reimbursed for travel and other incidental expenses incurred during this visit.

Please feel free to contact me directly if you need additional information.

Sincerely,

Signature and Name of Immigration Official at Employer