

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Confirmation of Premium Processing Upgrade for [Case Type/Form Number]

Dear [Employee Name],

This letter is to formally confirm that we have submitted a request to the U.S. Citizenship and Immigration Services (USCIS) to upgrade your pending [Form Type, e.g., I-129 or I-140] petition to Premium Processing.

Case Details:

- **Receipt Number:** [Receipt Number]
- **Date of Upgrade Filing:** [Date Filed]
- **USCIS Service Center:** [Service Center Name]

Under the Premium Processing Service, USCIS guarantees that they will take adjudicative action on your case within [15/30/45] calendar days. Please note that "action" may include an approval notice, a request for evidence (RFE), a notice of intent to deny, or a denial.

We will monitor the status of your application closely and will notify you as soon as we receive an official update from USCIS.

If you have any questions regarding this upgrade, please contact [Department Name/Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]