GENERAL

tn visa extension letter sample

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Understanding the TN Visa Extension Letter Sample: A Complete Guide

For Canadian and Mexican professionals working in the United States under the North American Free Trade Agreement (NAFTA) – now the United States–Mexico–Canada Agreement (USMCA) – the TN visa is a popular pathway to secure lawful employment. However, the TN status is not permanent; it typically allows a maximum stay of three years and must be renewed or extended to continue working. One of the most crucial documents in this renewal process is the TN visa extension letter. This article provides a thorough, step by step exploration of what a TN visa extension letter sample looks like, why it matters, how to craft one that stands out, and common pitfalls to avoid. Whether you're a seasoned professional or a newcomer to the TN program, this guide will equip you with the knowledge and confidence to navigate the extension process successfully.

Why the TN Visa Extension Letter Matters

The TN visa extension letter is more than a simple request; it's a formal declaration that the applicant meets all eligibility criteria for continued employment in the United States. The letter is part of the overall application packet that includes Form I-129 (Petition for a Non Immigrant Worker), supporting documentation, and the filing fee. Immigration officers review the letter to verify the continuity of the job role, the employer's ongoing need for the employee's skills, and compliance with the specific NAFTA/USMCA professional category requirements.

Because the letter is the first point of contact between the applicant and the U.S. Citizenship and Immigration Services (USCIS), it must be clear, concise, and persuasive. A well crafted TN visa extension letter sample can significantly increase the chances of a smooth, timely approval.

Key Components of a TN Visa Extension Letter

1. Header and Contact Information

Applicant's name, address, and contact details.
2. Employer's name, address, and contact details.
3. Date of the letter.

- Mention the current TN status, including the expiration date.
- Reference the original petition (Form I-129) number.

- Describe the role and responsibilities.
- Explain how the role aligns with the NAFTA/USMCA professional category.

- Include a letter from the employer confirming continued employment.
- Attach recent pay stubs, employment contracts, or performance reviews.

- Summarize academic credentials, licenses, or certifications relevant to the position.
- Show how these qualifications meet the NAFTA/USMCA criteria.

- State the desired extension period.
- Explain any changes in job duties or salary, if applicable.

- Thank USCIS for their consideration.
- Sign the letter and provide the applicant's name and contact details.

Sample TN Visa Extension Letter Template

Below is a clean, ready to use TN visa extension letter sample that you can adapt to your own situation. This template follows the structure outlined above and incorporates best practices for clarity and compliance.

Sample Letter

Applicant Name: Jane Doe**Address:** 123 Maple Street, Toronto, ON M5V 2N8, Canada**Phone:** +1 416-555-1234 **Email:** jane.doe@email.com

Employer Name: Acme Engineering Solutions**Address:** 456 Industrial Ave., Los Angeles, CA 90015, USA**Phone:** +1 213-555-5678**Email:** hr@acmeeng.com

Date: September 1, 2026

To Whom It May Concern,

I am writing to respectfully request the extension of my TN visa status, which is set to expire on December 31, 2026. I was originally granted TN status under the United States–Mexico–Canada Agreement (USMCA) in 2023, with a petition filed under Form I-129, Petition for a Non Immigrant Worker, Petition Number: 123456789. My current employment role is that of a Mechanical Engineer, and I have been serving in this capacity for the past three years.

During my tenure at Acme Engineering Solutions, I have contributed to several high impact projects, including the design and implementation of a new energy efficient HVAC system for a commercial building in Los Angeles. My responsibilities include conducting feasibility studies, preparing engineering drawings, performing cost analyses, and supervising on site installation. These duties align precisely with the NAFTA/USMCA professional category of "Mechanical Engineer," which requires a bachelor's degree in mechanical engineering or a related field, and substantial professional experience.

Enclosed, please find the following supporting documents that confirm my continued employment and qualifications:

- Letter from Acme Engineering Solutions confirming ongoing employment and role description.
- Recent pay stubs for the months of July, August, and September 2026.
- Copy of my bachelor's degree in Mechanical Engineering from the University of Toronto.
- Professional license in mechanical engineering, valid through 2028.

Given my continued commitment to Acme Engineering Solutions and the critical nature of my role, I respectfully request an extension of my TN status for an additional three years, until December 31, 2029. This extension will enable me to continue contributing to our joint projects and support the company's growth objectives.

Thank you for your time and consideration. Should you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address listed above.

Sincerely,

Jane Doe

Mechanical Engineer
Acme Engineering Solutions

How to Tailor the Sample Letter to Your Situation

While the sample above offers a solid framework, each TN visa extension request is unique. Below are actionable tips to customize the letter effectively.

1. Use Accurate Dates and Petition Numbers

Double check the expiration date of your current TN status and the petition number on your original Form I 129. Incorrect information can lead to processing delays or denials.

2. Highlight Specific Achievements

USCIS officers appreciate concrete evidence of your contributions. Instead of generic statements, quantify your impact: “Reduced project costs by 12%” or “Managed a team of 5 engineers.”

3. Align with the NAFTA/USMCA Category

Each professional category has distinct eligibility criteria. Verify that your degree, experience, and job duties meet those standards. For instance, a “Computer Systems Analyst” must have a bachelor’s degree in computer science or a related field and demonstrate at least three years of experience.

4. Maintain a Professional Tone

Use formal language, avoid colloquialisms, and proofread for grammar and spelling errors. A polished letter reflects your professionalism.

5. Keep the Letter Concise

Although the letter should be thorough, aim for 1–2 pages. Long, rambling letters may distract the reviewer from key points.

6. Include Supporting Documents

Attach all relevant documents in a logical order: employer letter, pay stubs, degree certificates, licenses, and any performance reviews. Label each attachment clearly.

Common Mistakes to Avoid

Even minor errors can jeopardize your extension. Here are the most frequent pitfalls and how to sidestep them.

- Inconsistent Information: Discrepancies between the letter, supporting documents, and the original petition can raise red flags.
- Missing Supporting Evidence: Failing to provide proof of continued employment or professional qualifications can lead to a denial.
- Excessive Length: A verbose letter may dilute critical information and reduce readability.
- Neglecting the Employer’s Role: The employer’s confirmation of ongoing employment is essential; without it, the application may be considered incomplete.
- Not Addressing Changes: If your job duties or salary have changed, explicitly address them in the letter.

Frequently Asked Questions (FAQs)

1. How long before my TN visa expires should I submit the extension letter?

It’s advisable to submit the extension request at least 30 to 60 days before the current status expires. This provides a buffer for processing time and reduces the risk of overstaying.

2. Do I need to file a new Form I 129 for a TN visa extension?

Yes. A TN visa extension requires a new Form I 129. The extension letter is part of the supporting documentation for

that petition.

3. Can I extend my TN visa beyond the maximum of three years?

Under USMCA, the maximum continuous stay for a TN visa is three years. However, you can renew the visa multiple times, provided you maintain eligibility and submit timely petitions.

4. What if I change employers during my TN status?

Changing employers requires a new TN petition under the new employer's sponsorship. The extension letter should reflect the new employer's details and the new job role.

5. How long does the TN visa extension process typically take?

Processing times vary by service center but generally range from 2 to 6 months. Expedited processing is available for urgent cases, though it incurs additional fees.

Additional Resources and Next Steps

To ensure a smooth extension, consider the following resources:

- USCIS TN Visa FAQ Page – official guidance on eligibility and procedures.
- USCIS Form I 129 Instructions – detailed filing instructions.
- USCIS Processing Times – check current wait times for your local service center.
- Legal counsel specializing in immigration law – for personalized advice and document review.

Before submitting your application, review the entire packet to confirm completeness. Double check that all signatures are present, that the envelope is properly addressed, and that the filing fee is accurate.

Conclusion

The TN visa extension letter sample is a pivotal element of the renewal process. A well structured, evidence backed letter demonstrates your continued value to your employer and compliance with USMCA professional categories. By following the guidelines outlined above—accurate details, concise language, strong supporting evidence, and careful attention to common pitfalls—you can significantly improve the likelihood of a smooth, successful extension. Remember, the goal is to present a clear, compelling case that your continued employment is both necessary and legitimate. With a thoughtfully prepared TN visa extension letter, you'll be well positioned to maintain your professional journey in the United States.

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