

Dear Mr. / Mrs.....,

I am writing to explore the possibility of participating in training program in your company. As a Spanish student pursuing a degree in .....

In regards to my legal eligibility to train with your organization, I would be participating in the J-1 Visa Internship USA program, sponsored by Council on International Educational Exchange (CIEE, [www.ciee.org](http://www.ciee.org)).

As my sponsor, CIEE is authorized by the US Government to issue the necessary documentation for me to obtain a J-1 visa, which allows me to train legally in the US for up to 12 months. I will also arrive with my sponsor provided, full coverage health insurance. Please, see the following link for the details for this private health insurance ([www.ciee.org/insurance](http://www.ciee.org/insurance)).

By participating in the J-1 Visa program, I will be exempt from the following taxes:

- Social Security Taxes (FICA)
- Federal Unemployment Taxis (FUTA)

Further information on tax exemptions in the J-1 Visa program can be found on CIEE's website: [www.ciee.org/trainne/downloads\\_current\\_new\\_hc/Host\\_Comapny\\_Tax\\_Resource\\_Guide.pdf](http://www.ciee.org/trainne/downloads_current_new_hc/Host_Comapny_Tax_Resource_Guide.pdf)

I look forward to hearing form you soon and I strongly believe that my motivation, personal skills and studies will allow me to excel in a training position with you.

Sincerely,