



RE: Invitation letter regarding business visit to the U.S.

Immigration Officer
Department of Homeland Security
Customs and Border Protection
U.S. Port of Entry

Dear Immigration Officer:

Sage North America
6561 Irvine Center Drive
Irvine, CA 92618
T 949-753-1222
www.sage.com

This letter explains the purpose of _____'s business visit to the U.S. _____, a _____ citizen, is employed by _____'s office located at _____. The purpose of _____'s visit to our company's annual business partner and customer conference, Sage Summit, located in New Orleans, Louisiana, at the Ernest N. Morial Convention Center, 900 Convention Center Blvd., New Orleans, LA 70130 is to participate in business meetings with U.S. business associates and colleagues.

The anticipated duration of _____'s business visit will be a maximum of ten (10) days. During this temporary stay in the U.S., _____ at all times will remain on the payroll of _____, which will remain solely responsible for any and all expenses that _____ incurs while in the U.S. Our company will provide no remuneration of any kind to _____. At the conclusion of this business visit, _____ will depart the U.S. and return to _____.

Accordingly, we respectfully request that you admit _____ into the U.S. in B-1 status pursuant to the provisions of the 9 FAM 41.31 N. 8 (3) (copy enclosed). If you require additional information regarding the purpose of _____'s business visit to the U.S., please contact me at +1 480-383-4337. Thank you for your attention to this matter.

Sincerely,

Donna Hacker

**Donna Hacker
Events Manager**

9 FAM 41.31 N8 ALIENS TRAVELING TO UNITED STATES TO ENGAGE IN COMMERCIAL TRANSACTIONS, NEGOTIATIONS, CONSULTATIONS, CONFERENCES, ETC.

(CT:VISA-701; 02-15-2005)

Aliens should be classified B-1 visitors for business, if otherwise eligible, if they are traveling to the United States to:

- (1) Engage in commercial transactions, which do not involve gainful employment in the United States (such as a merchant who takes orders for goods manufactured abroad);
- (2) Negotiate contracts;
- (3) Consult with business associates;
- (4) Litigate;
- (5) Participate in scientific, educational, professional, or business conventions, conferences, or seminars; or
- (6) Undertake independent research.