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| **THIS IS A SAMPLE LETTER ONLY**  **Download this template at** [**http://oip.sfsu.edu/cpt**](http://oip.sfsu.edu/cpt)  **For the use of Curricular Practical Training (CPT) Application.**  **This internship offer letter must be printed on the official company letterhead with your immediate supervisor or hiring manager’s signature.**  **Originals only. No photocopies.** |

Date

To Whom It May Concern:

This letter is written to support the application for Curricular Practical Training of **(name of student).**

**(Name of student)** has been offered an internship as a **(internship title)** and will be working for **(name of company) for (number of hours) per week,** beginning on **(date student is to begin internship)**. We expect to continue to employ **(name of student)** through **(date student is expect to end internship)**. **(Name of student) will physically work at (Address), (City), (State) (Zip code).**

This period of employment corresponds to the time allowable for **(name of student)**'s practical training period and is needed for **(her/him)** to complete the training we provide. **(Name of student)**'s duties will include **(provide a brief description of duties, relating the task(s) performed to the student's prior training and experience).**

**(Name of Company)** therefore respectfully request that the application of **(name of student)** to accept **(her/his)** period of CPT be granted.

Sincerely,

(Signature, name, title, and the contact information of student’s immediate supervisor or hiring manage)