**LETTER TEMPLATE**

**INTERNSHIP OFFER**

**(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 expected 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)**