

COMPANY LETTER HEAD

Date

To: Director of International Services
Email address

From: EMPLOYER NAME
email address

Re: STUDENT NAME

This is to confirm that *STUDENT NAME* has been offered internship employment at *COMPANY NAME*. They will be requesting curricular practical training authorization to undertake this employment. The details are as follows:

- Beginning and ending dates of employment: _____
- Hours worked per week: _____
- Job description:

- Location where employment will take place:
 - Company name: _____
 - Street Address: _____
 - City, State, Zip Code: _____