Sample Training Letter for F-1 Curricular Practical Training (CPT)

To be typed, signed, and printed on letterhead from your prospective training provider.  
Important: This form is just a template for a letter.  
Training providers should NOT complete this document!

Date: ____________________

To Whom It May Concern:

I hereby verify that ______________________________ (full name of student) has been offered a position at 
______________________________ (name of training provider) under the following terms:

Training start date: _______________ End Date: _______________ Maximum Number of hours of work per week: __________

Name of Training Provider: ________________________________________________________________________

Training Provider Address: _________________________________________________________________________

Training Site Address: _____________________________________________________________________________

(No PO Box)  Street Address   City   State  Zip Code

Position Title: ________________________________________

Role and Responsibilities of the position:

I am cooperating with University of Denver to achieve the curricular purposes of this training.

Name: ________________________________________________

Email: ________________________________________________

Phone: ________________________________________________

______________________________  Date: ________________

Signature of Training Provider