

**SAMPLE LETTER**

**(For Company/ISU Department Offering a Position to an International Student for CPT)**

COMPANY LETTERHEAD

DATE

To the attention of the PDSO or DSO at the Center for Global Engagement at ISU

**(Name of student)** has been offered a training position with **(name of company)** located at **(physical address and location)** for the period from **(exact start date)** to **(exact end date)** for **(number of)** hours per week. This **(paid or unpaid)** internship. The salary will be **(\$ per month or year)**.

The student's supervisor will be **(name of supervisor), (title)** located at **(location)**.

The training program will include **(description of program and job duties)**. The goals/objectives of the training program will be **(describe goals/objectives)**.

It is my belief that the proposed training is related to the student's field of study and that it is an integral or critical part of the student's academic program.

If you have any questions, I can be reached at **(e-mail and phone number)**.

Thank you.

Sincerely,

*Signature*

Name

Title