**Today’s Date**

**Student Name**

**Student Address**

RE: Curricular Practical Training (CPT) Offer Letter

Dear **Student Name**,

This letter confirms your offer of practical training with **Company/Organization Name**. The dates of your practical training offer are from **START DATE** to **END DATE**. You are expected to work an average of **#** hours per week. The details of your position are stated below.

**Position Title**:

**Position Description** (must directly relate to the student’s major):

**Physical Address of Work Location**:

**Supervisor Name**:

**Supervisor Contact Information (phone/email)**:

We are excited for you to join **Company/Organization Name**.

Sincerely,

**Signature**

**Your Name**

**Your Title**