

## SAMPLE LETTER FROM EMPLOYER

**(Please Note: You do NOT need to have a job before applying for Optional Practical Training. However, if you decide to travel while on approved OPT, it is strongly recommended that you obtain a letter from your Employer, using sample below.)**

*ABC Company*

*123 Sample Street, Suite 4 ■ Anytown, AnyState 99999*

February 7, 2005

To Whom It May Concern:

This is to verify that we have provided *Ms. Mary Doe* with the opportunity to obtain needed practical experience in [ **her / his** ] field of study.

*Ms. Doe* [ **may begin working / began working** ] as soon as she [ **receives / received** ] employment authorization from the US Department of Homeland Security-Citizenship & Immigration Services. We hope to retain her through the duration of her authorized period of practical training, from [ **OPT Beginning Date** ] to [ **OPT End Date** ]. *Ms. Doe's* practical training can be completed within the authorized period.

It is our strong belief that employment in our firm will afford *Ms. Doe* the needed opportunity to fully express and apply [ **her / his** ] knowledge of [ **her / his** ] field of study.

Sincerely,

Ben James  
Manager