

To: P/DSO (**Office of International Education & Services**)

From: **Name, Title, and Department**

Date:

RE: **Student Name** - Department Support for CPT

Student Name (ID# XXXXXXXX) has completed one full academic year in his/her **program name** and is in good academic standing. I am aware he/she has been offered an off-campus training opportunity as **position** at **employer name**, from **start date** to **end date**. I acknowledge this opportunity is in an experiential work or internship related to his/her major.

Please feel free to contact me at **email** and/or **phone** if you have additional questions or concerns.

[Signature]

[Name]

[Title]

[Contact information]