

[Company Letterhead]

Date

Dear Office of Student Services,

This letter is written to support the application for **(part-time/full-time)** curricular practical training for **(name of student)**.

(Name of student) has been offered a job as a **(occupation/job title of student)** and will be working for **(name of company)** beginning on **(date student is to begin employment)**. We expect to continue to employ **(name of student)** through **(date student is expected to end employment)**. **(Name of student)**'s duties will include **(provide a brief description of duties)**.

(Name of Company) therefore respectfully request that the application of **(name of student)** to accept **(her/his)** period of curricular practical training be granted.

Sincerely,

(Name and Title of Company Officer)