

Sample Offer Letter for CPT Authorization

Company Letterhead with name and address of employer

January 4, 2010

Ms. Scarlet Raptor
Rutgers University
Camden, NJ 08102

Dear Scarlet,

We are pleased that you will be joining us this spring as an Intern at the XYZ Company. Please find the following confirmation of the specifics regarding your internship:

Start date: January 20, 2010

End date: May 11, 2010

Number of Hours: You will be working 15 hours per week.

Reporting Relationship: You will be reporting to Joe Smith, President of XYZ Inc.

Responsibilities: Day-to-day responsibilities will include working on various M&A and valuation assignments.

Office Location: You will be located in our branch office at 100 Broad Street, Camden, NJ 08102.

Should you have any questions concerning the specifics of this internship please contact me at (856) 555-1234.

Sincerely,

Joe Smith

Joe Smith
President, XYZ Inc.