



Hartford International
UNIVERSITY FOR RELIGION & PEACE

Curricular Practical Training (CPT) Sample Letter

Best Company, Inc.

77 Sherman Street, Hartford CT 06105

(Tel) (734) 000-0000 (Fax) (734) 111-1111

Date: October 2, 2021

To: Hartford International University Office of International Students & Scholars

The [Name of Company] would like to offer (student's name here) an internship position.

Below is the information you requested about the position and our company:

Company Name: Best Company, Inc.

Physical location of student's job: 77 Sherman Street, Hartford CT 06105

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2012 – August 20, 2012

Job title: Marketing Intern

Job duties: Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith

President

Best Company, Inc.