

Note: Must be on Company's Letterhead and official letter must be mailed to Elise Mallette, Coordinator of International Student Services.

If you have any questions, please contact Elise Mallette, [emallette@deltastate.edu](mailto:emallette@deltastate.edu).

# Sample

(Date)

Ms. Elise Mallette  
International Student Services  
Delta State University  
DSU Box 3232  
Cleveland, MS 38733

Dear Ms. Mallette:

(Student Name) is a recent international graduate from Delta State University, who completed (his/her) (undergraduate/graduate) degree in (major) on (date). (He/she) is currently requesting OPT through (organization) and will be working as (position title) from (start date) through (end date) for (#) hours per week at (rate) per hour. Duties will include (list all duties).

As an employer, I feel the duties listed above directly relate to the (major) program (how/why).

Please contact me at (662)???-???? if you have any questions.

Sincerely,

(Signature)

(Name),  
(Title)