[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]February 23, 2015

To whom it may concern:

I, [Your Name] (SEVIS ID#: N0000123456/I-94 No: 61234567890) would like to apply for Full-Time Pre-Optional Practical Training starting from mm/dd/yyyy to mm/dd/yyyy.

Please find enclosed the following documents for consideration of my request for Optional Practical Training.

1. Original form of I-765 signed and dated.
2. G-1145 E-Notification of Application/Petition Acceptance form.
3. Photocopy of my current I-20 endorsed for OPT.
4. Photocopy of passport (information pages and F-1 visa stamp page).
5. Photocopies of most recent I-94 card (front and back).
6. Check/Money Order made out to “U.S. Department of Homeland Security” with appropriate fee.
7. 2 identical color passport photographs.

Sincerely,

🡨----- Sign here

[Your Name]

Telephone:

E-mail: