Sample 1: Practical Training after the completion of the program of study

MEMORANDUM TO: The International Students & Scholars Office (ISSO)
FROM: Name, title
RE: Recommendation for Practical Training for ________________________
DATE: Current Date

This letter is written to confirm that the above named student completed/will complete all requirements for the Bachelor's/Master's/Doctoral degree in student’s major/program of study on Month Day, Year. In order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of ____________________ (field of study/major) in this country. Therefore, I recommend that s/he be granted practical training.

Signature