Rev. (PBL) June 21, 2021

[Please have it typed onto your official letterhead]
Sample Recommendation Letter for J-1 Academic Training
(This is a sample only. The letter must be typed on department letterhead.)
Date:.7 (d)5.3C1Td This is to confirm that Mr./Ms. ______________________ will complete the _________________degree
in _______________________ on (date) __________________.

The student has located professional employment/training in her/his major field of study. The
employment will run from (beginning date) _____________ to (end date) ______________. The job
designation (title) will be ___________________ and will involve the following responsibilities: (list
responsibilities). ____
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The Employer is _______________________________ and the address is________________________.

The name of the supervisor is: ____________________ Title: _______________