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Use the text below for creating your own personalized letter. Replace text within the brackets “**[ ]**” with your own information.

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**[Today’s date: mm/dd/yyyy]**

**[Your full passport name]**

**[Your date of birth mm/dd/yyyy]**

I am writing to inform you that my I-20’s from a previous institution are missing. I have been unable to obtain copies of the I-20’s from my school, **[name of school][full address of school]**.

I attended **[school name]** in F-1 status from [**month, year**] to [**month, year**]. I completed a **[degree and program, example: Masters in History]**.

During this time I did not apply for Optional Practical Training. (*Only include if you did not have OPT*).

*OR*

During this time I applied for Optional Practical Training, which was approved and authorized from **[mm/dd/yyyy - mm/dd/yyyy]**. (*Only include if you were previously approved for OPT and state dates from EAD card*)

 Thank you for your time and consideration of my OPT application.

Sincerely,

 **[Ink Signature]**

**[Printed name]**