

**OPT Template  
Sample Letter**

[Date]

Re: Estimated Program Completion Date for [name]

This is to certify that Mr/Ms. [name] is a full-time student in the [Master/Bachelor] of Business Administration (MBA) degree program at the University of Michigan, Ross School of Business.

[Name] entered the program in Fall 2004 and is expected to complete the program by April 27, 2006. Please feel free to contact our office if you have further questions concerning this student.

Sincerely,

Academic Services