



NOTE: THIS IS ONLY A SAMPLE LETTER. YOU MUST CREATE YOUR OWN LETTER.  
(Edit as needed/ based on your request)

[DATE OF REQUEST]

REQUEST CANCELLATION OF OPT APPLICATION [RECEIPT NUMBER, IF KNOWN]

[STUDENT NAME]  
[SEVIS ID NUMBER]  
[Date of birth]

Dear USCIS Officer:

Please accept this request to cancel my current application for F-1 Optional Practical Training. I am making this request because [REASON FOR REQUEST]. I request that the application be cancelled and that my immigration record reflect my continued eligibility for the appropriate amount of Optional Practical Training at this educational level.

Enclosed, please find my original, unused EAD card.

(or)

Enclosed, please find a copy of my I-797: Notice of Receipt.

Please contact me if you require additional information or documentation to process this request.

Sincerely,

[SIGNATURE OF STUDENT]  
[NAME OF STUDENT]