## SAMPLE OPT CANCELLATION LETTER

***(Edit as needed/based on your request)***

USCIS Service Center [Address]

Date:

Re: Please Cancel Employment Authorization Card

SEVIS ID#:

Date of Birth:

Dear USCIS Official:

I am writing to request to cancel the Optional Practical Training work authorization I received, as I will not be able to use my Optional Practical Training at this time. [Explain in detail why you are requesting cancellation of your work authorization/EAD]

I have enclosed the card (EAC#---------) valid for the dates (--/--/---- through --/--/ ) and hope you will not deduct this

time from the total 12 months for which I am eligible. Thank you, and please do not hesitate to contact me if you need any further information.

Sincerely,

[Sign Here] Full Name

Phone Number Current Address