

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an evaluation of my on-the-job training (OJT) experience at [Company/Organization Name]. The period of my internship lasted from [Start Date] to [End Date], during which I had the opportunity to work in [specific department or area].

During my time at [Company/Organization Name], I was able to [briefly mention responsibilities, projects, skills learned]. I believe this evaluation will not only help me assess my personal growth but also provide valuable feedback for my future professional endeavors.

I would greatly appreciate if you could take a moment to provide your insights on my performance, strengths, and areas for improvement. If possible, I would love to schedule a brief meeting to discuss your evaluation in detail.

Thank you for your support and guidance throughout my training. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]