

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my project for my On-the-Job Training (OJT) program. The project titled "[Project Title]" is a culmination of the skills and knowledge I have gained during my training period at [Company/Organization Name].

Attached to this letter, you will find the project report along with any relevant supporting documents. I have put in considerable effort to ensure that the project meets the required standards and reflects my learning experience throughout the OJT.

I would like to express my gratitude to you and the entire team for your guidance and support during my training. I look forward to your feedback and hope to discuss any further improvements or insights you might have regarding my project.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Student ID or Registration Number (if applicable)]
[Your Course/Program Name]
[University/College Name]