

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my gratitude for the opportunity to present my on-the-job training (OJT) project during the upcoming interview scheduled for [date and time]. The chance to discuss my work and learn from your esteemed team is incredibly valuable to me.

In preparation for the presentation, I have compiled a comprehensive overview of my project, highlighting key objectives, methodologies, and outcomes. I aim to showcase how my experiences during my OJT have equipped me with essential skills and insights relevant to [specific field or industry].

I look forward to discussing how I can contribute to your organization and am eager to receive your feedback on my project. Thank you once again for this opportunity, and please let me know if there are specific areas you would like me to focus on during my presentation.

Warm regards,

[Your Name]
[Your University/Institution]
[Your Program/Field of Study]