

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

Dear [Recipient Name],

I am writing to formally submit my On-the-Job Training (OJT) report as part of the requirements for [mention your academic program or course]. During my OJT at [Company/Organization Name] from [start date] to [end date], I have gained invaluable experience and skills in [briefly mention the field or area of training].

Enclosed with this letter is my comprehensive report detailing my tasks, projects, and notable achievements throughout the training period. I hope that my experiences will provide useful insights into my practical learning and contribute positively to my academic growth.

I would like to take this opportunity to express my gratitude to [mention any individuals or teams if applicable] for their guidance and support during my time at [Company/Organization Name].

Thank you for your attention, and I look forward to your feedback.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Student ID] (if applicable)