

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OJT Letter for Final Project Presentation

I am writing to formally present the outcomes of my On-the-Job Training (OJT) at [Company/Organization Name], which I document in my final project. This project reflects the knowledge and skills I have acquired throughout my training period from [Start Date] to [End Date].

Project Title: [Project Title]

Objective: [Briefly state the objective of your project]

I would like to request an opportunity to present my findings and insights to you and the team on [Proposed Presentation Date and Time].

This presentation will cover:

1. Introduction to the project
2. Methodology used
3. Key findings
4. Recommendations
5. Conclusion

I believe that this presentation will provide valuable insights into [specific area or topic related to your OJT] and foster a discussion on [any potential implications or applications].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your School/University Name]
[Your Student ID, if applicable]