

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

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

Dear [Recipient Name],

Subject: Project Proposal for On-the-Job Training

I am writing to present a project proposal that aims to [briefly describe the purpose of the project, e.g., improve skill development, enhance team efficiency, etc.]. This project is designed to provide practical on-the-job training (OJT) for [target audience, e.g., interns, new employees, etc.] in [specific area or skills].

****Project Title:**** [Insert Project Title]

****Duration:**** [Insert Project Duration]

****Objectives:****

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

****Methodology:****

- [Brief description of how the OJT will be conducted, including types of training, techniques, and assessment methods]

****Expected Outcomes:****

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

****Budget:****

[Provide a brief breakdown of required funding, resources, or materials, if applicable]

I believe that this project will greatly benefit [target audience or organization] by [explain how it contributes to their goals or needs]. I am excited about the potential impact of this initiative and look forward to the opportunity of discussing it further.

Thank you for considering this proposal. I would be happy to provide additional information or answer any questions you may have.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]