Date

<Name of Host Company Representative>

<Designation>

<Name of Host Company>

<Address>

Dear Mr./Ms. **<Name of Host Company Representative>**

I, a student of STI **<name of campus>**,am required to undergo **<no. of training hours>** hours of On-the-Job Training (OJT) in partial fulfillment of the requirements for my **<Name of Program>** program.

I believe that with your company, I can acquire valuable knowledge and skills to complement those that I have learned from school. In return, I offer my services and determination to be an asset to your company throughout the duration of my training period.

Enclosed is an endorsement letter from my OJT Adviser and my resume.

I am hoping for your kind consideration.

Thank you.

Respectfully yours,

<Signature>

<Name of Student Trainee>

OJT Applicant