

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

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

Dear [Recipient's Name],

I am writing to apply for an OJT position at [Company's Name] as part of my [Your Degree/Program] at [Your School/University]. I am eager to gain practical experience and contribute to your team.

I am particularly impressed by [specific aspect of the company or its projects], and I believe my skills in [relevant skills or experiences] could be valuable to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]