

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company's Name]. I am currently a [Your Year, e.g., junior] student at [Your School/University] majoring in [Your Major], and I am eager to gain practical experience in [Specific Field/Industry].

Throughout my academic journey, I have developed a solid foundation in [Relevant Skills/Knowledge]. I am particularly interested in [Specific Area Related to OJT], and I believe that an OJT at [Company's Name] will provide me with the opportunity to enhance my skills and contribute to your team.

I am enthusiastic about the prospect of working with professionals at [Company's Name] and am eager to learn from your esteemed organization. I am confident that my [list any relevant experience or skills] will allow me to make a meaningful contribution during my training period.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]