

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

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

Dear [Recipient's Name],

I am writing to formally request admission to the On-the-Job Training (OJT) program at [Company/Organization Name]. I am currently a [Your Degree/Program] student at [Your School/University], and I believe that the practical experience offered at your esteemed organization will greatly enhance my skills and knowledge in the field of [Your Field/Industry].

Throughout my academic journey, I have developed a solid foundation in [relevant skills or subjects related to OJT] and am eager to apply this knowledge in a real-world setting. I am particularly drawn to [Company/Organization Name] due to its [mention any relevant details, such as innovation, projects, or values].

I am available to commence my OJT from [start date] to [end date] and am open to any schedules that may align with your company's needs. I am keen on contributing positively to your team and learning from the exceptional professionals at [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss my admission to the OJT program at your convenience.

Sincerely,

[Your Name]
[Your School/University]