

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

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

Dear [Recipient Name],

I am writing to express my interest in the On-the-Job Training (OJT) opportunity at [Company/Organization Name]. I am currently a student at [Your School/University], pursuing a degree in [Your Degree/Field of Study].

[Introduce yourself briefly and mention your academic background and relevant skills that make you a suitable candidate for the OJT.]

I am eager to gain practical experience in the field of [Field/Industry], and I believe that [Company/Organization Name] offers an excellent environment for learning and professional growth.

[Explain why you are particularly interested in this company and how it aligns with your career goals.]

I am available for OJT during [mention your availability dates], and I am willing to contribute my best efforts to the team while learning from seasoned professionals.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]