

[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 express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently a [Your Year, e.g., senior] student at [Your School/University] majoring in [Your Major].

I am eager to gain practical experience in [Field/Industry] and believe that [Company/Organization Name] would provide me with valuable insights and skills. I am particularly drawn to your company because [specific reason related to the company].

During my time at [Your School/University], I have developed skills in [list relevant skills or experiences]. I am confident that my background and passion for [Field/Industry] would make me a valuable addition to your team.

I am available for an OJT position starting [start date] and can commit to [number of hours/weeks] as required. I would be grateful for the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,  
[Your Name]