

[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 hope this letter finds you well. I am [Your Name], a [Your Major/Field of Study] student at [Your School/University] currently seeking an opportunity for On-the-Job Training (OJT) to enhance my skills and gain practical experience in the field.

I am particularly interested in [specific area of interest related to the company or industry], and I believe that [Company's Name] provides an excellent environment for growth and learning.

During my studies, I have acquired knowledge in [mention relevant skills or coursework], and I am eager to apply this in a real-world setting. I am drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects].

I am confident that my [mention any unique qualifications, experiences, or traits that make you a good candidate] would make me a valuable addition to your team.

I would greatly appreciate the opportunity to discuss potential OJT positions at [Company's Name] and how I can contribute to your team.

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]