

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to enroll in the On-the-Job Training (OJT) program at [Company/Organization Name]. I am currently a [Your Year, e.g., sophomore] student pursuing a [Your Degree/Field of Study] at [Your School/University Name].

I am eager to gain practical experience in [specific skills or areas related to your field] and believe that participating in your OJT program will provide me with invaluable insights and hands-on experience.

I am available for training from [start date] to [end date], and I am flexible with scheduling to accommodate the team's needs.

Enclosed are my resume and academic transcript for your review. I look forward to the opportunity to discuss my application further.

Thank you for considering my request.

Sincerely,
[Your Name]