

[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 an On-the-Job Training (OJT) placement at [Company/Organization Name]. As a [Your Course/Field of Study] student at [Your School/University], I am eager to gain practical experience and apply my skills in a real-world setting.

I am particularly drawn to [specific aspect of the company or industry], and I believe that an OJT at your esteemed organization would greatly enhance my understanding and expertise.

I have attached my resume for your review and would appreciate the opportunity to discuss this further.

Thank you for considering my application.

Sincerely,

[Your Name]