

[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 am writing to express my interest in the On-the-Job Training (OJT) opportunity at [Company's Name]. I am currently a [Your Course/Program] student at [Your School/University] and believe that my skills and dedication will be a great fit for your team.

During my studies, I have gained knowledge in [relevant skills or subjects], and I am eager to apply this in a practical setting. I am excited about the possibility of contributing to [specific project or value of the company] while gaining valuable experience in the field.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]