

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., third-year] student at [Your University/College Name], majoring in [Your Major]. I am writing to formally register for my On-the-Job Training (OJT) and to express my interest in completing this training at [Company/Organization Name]. I am keen to gain practical experience in [specific field or industry], and I believe that [Company/Organization Name] aligns perfectly with my career goals. I am particularly attracted to [mention any specific projects, values, or aspects of the company that interest you].

I am requesting the opportunity to undertake my OJT from [start date] to [end date], and I am eager to contribute to your team while enhancing my skills. Enclosed with this letter are my resume and [any other relevant documents, e.g., academic transcripts].

Thank you for considering my application. I look forward to the possibility of working with you and contributing to [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] to discuss this opportunity further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]