

[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 applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently a [Your Course/Field of Study] student at [Your School/University], and I believe that an OJT opportunity at your esteemed organization would greatly enhance my practical knowledge and skills.

[Briefly mention any relevant subjects, projects, or experiences that relate to the position.]

I am particularly drawn to [specific aspect of the company or position], and I am eager to contribute while learning from your experienced team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]