

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

Dear [Recipient's 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/Program] student at [Your College/University], and I believe that an OJT experience with your esteemed organization would be invaluable in my professional development.

As part of my curriculum, I am required to complete a practical training program, and I am eager to apply my academic knowledge in a real-world setting. I am particularly drawn to [specific aspect of the company or department] because [brief rationale].

During my time at [Your College/University], I have developed skills in [list relevant skills or experiences], which I believe will contribute positively to your team. I am a dedicated, motivated, and proactive individual who is eager to learn and take on new challenges.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can be aligned with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of working with your team and contributing to your organization.

Sincerely,  
[Your Name]