

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your 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 intent to apply for the On-the-Job Training (OJT) program at [Company/Organization Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree] at [Your University], and I believe that the opportunity to intern at your esteemed organization will be invaluable to my professional development. Through my academic coursework and projects, I have developed a strong foundation in [Relevant Skills/Subjects]. I am eager to apply my knowledge in a practical setting and gain hands-on experience in [Specific Field or Area]. I am particularly drawn to [Company/Organization Name] due to [Reason related to their work, values, or projects].

I am confident that my enthusiasm and willingness to learn will make me a valuable addition to your team. I am looking forward to the opportunity to contribute and grow through this OJT experience.

Thank you for considering my application. I hope to discuss my intent further and look forward to the possibility of working with your team.

Sincerely,
[Your Name]