

[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 hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your University/College] majoring in [Your Major]. I am writing to express my interest in being considered for an on-the-job training (OJT) program at [Company/Organization Name].

I am eager to gain practical experience in [specific field or area], and I believe that your esteemed organization would provide me with the invaluable opportunity to apply my theoretical knowledge in a real-world setting.

I have developed skills in [mention relevant skills or experiences], and I am particularly interested in [specific projects, areas, or values of the company]. I am confident that my passion and dedication would make a meaningful contribution to your team.

Thank you for considering my request. I am looking forward to the possibility of discussing how I can contribute to [Company/Organization Name] and gain essential experience through your OJT program. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]