

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the admission process for the On-the-Job Training (OJT) program at [Institution's Name]. I am interested in gaining practical experience in [specific field or industry] and would like to know more about the requirements, application deadlines, and any relevant details regarding the program.

Additionally, I would appreciate any information on the types of placements available, as well as the support provided to students during their training.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Program/Year if applicable]