

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

Dear [Recipient's Name],

I am writing to formally request admission to the On-the-Job Training (OJT) program at [Institution/Company Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree] at [Your School/University Name], and I am eager to gain practical experience in the field of [Your Field/Industry].

The opportunity to participate in your OJT program is particularly appealing to me because [briefly explain why you are interested in their program and how it aligns with your career goals]. I believe that my academic background and enthusiasm for [specific skills or interests] make me a suitable candidate for this program.

Enclosed are my resume and any other required documents for your review. I am looking forward to the possibility of contributing to your team and learning from the experienced professionals at [Institution/Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]