

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in enrolling in the On-the-Job Training (OJT) program at

[Company/Organization Name]. As a [Your Degree/Field of Study] student at [Your Institution's Name], I am eager to gain practical experience and enhance my skills in a professional environment.

During my academic journey, I have developed a solid foundation in [relevant skills or knowledge related to the training]. I am particularly drawn to [specific aspect of the company or field] and believe that an internship with your team would provide me with invaluable insights.

I am available for a training period from [start date] to [end date], and I am flexible regarding the schedule to ensure that it aligns with your organization's needs. I am committed to contributing positively to your team and am excited about the opportunity to learn from experienced professionals.

Thank you for considering my application for the OJT position. I look forward to the possibility of discussing how I can contribute to [Company/Organization Name] and further my professional development.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Institution's Name]