

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

[Recipient's Name]
[Company's Name]
[Company's 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., third-year] student at [Your School/University Name], pursuing a degree in [Your Major/Field of Study]. I am writing to express my interest in participating in an on-the-job training program at [Company's Name] for the duration of [insert time frame, e.g., summer, semester].

I am keen to gain practical experience in [specific field or industry] and believe that [Company's Name] would provide an exceptional learning environment. I admire [mention any specific aspect of the company, such as their projects, values, or innovations], which aligns well with my career goals.

I am particularly interested in [specific areas or roles related to the internship], and I am eager to contribute my skills in [mention any relevant skills or coursework]. My goal is to [briefly explain what you hope to achieve or learn during the training].

I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to your team. Thank you for considering my request for admission into your on-the-job training program. I look forward to the possibility of working with [Company's Name].

Sincerely,
[Your Name]