

[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 message finds you well. I am writing to follow up on my application for the On-the-Job Training (OJT) position I submitted on [submission date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team while gaining valuable experience in [specific field or area of interest].

I am eager to learn and believe my skills in [mention relevant skills or experiences] would be an asset to your organization. I would appreciate any updates regarding my application status and hope to discuss this exciting opportunity further.

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]