

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

[Recipient's Name]
[Company Name]
[Company 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., sophomore] student at [Your School/University Name] majoring in [Your Major/Field of Study]. I am writing to inquire about any available On-the-Job Training (OJT) opportunities within [Company Name], as I am eager to gain practical experience in [specific area/field related to the company].

I am particularly impressed by [mention any specific projects, values, or initiatives of the company] and believe that an OJT position with your organization would provide me with a valuable learning experience while contributing positively to your team.

I would appreciate any information regarding potential openings or the application process. Thank you for considering my inquiry. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]