

[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 an OJT student at [Your School/University Name], pursuing a degree in [Your Degree/Field]. I am reaching out to express my interest in the possibility of undertaking my on-the-job training at [Company's Name].

I am enthusiastic about gaining practical experience in [specific area/field] and believe that [Company's Name] would provide an excellent opportunity to enhance my skills while contributing to your team. I am particularly impressed by [mention any specific company achievements, projects, or values].

I am available for an internship starting from [start date] and would be eager to discuss how I can contribute to your organization. I have attached my resume for your reference.

Thank you for considering my application. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Degree/Field]
[Your School/University Name]
[Your Student ID (if applicable)]