

[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 formally request an opportunity for On-the-Job Training (OJT) at [Company/Organization Name].

I am currently a [Your Year, e.g., sophomore] student at [Your School/University] pursuing a degree in [Your Degree Program].

The purpose of my OJT is to gain practical experience in [specific area of interest related to the company or industry], which I believe is essential for my personal and professional development. I am particularly interested in [specific aspects of the company or projects] and I am eager to contribute to your team while learning from experienced professionals.

I am available for OJT starting from [start date] and would appreciate the opportunity to discuss how I could be of value to your organization.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]