

[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 am writing to formally express my interest in applying for an On-the-Job Training (OJT) opportunity at [Company's Name]. I am currently a [Your Year/Field of Study] student at [Your School/University], and I believe that an internship with your esteemed organization will provide me with invaluable hands-on experience in [relevant field/industry]. During my academic journey, I have gained knowledge in [relevant skills or subjects] that I am eager to apply and expand upon in a professional setting. I am particularly drawn to [Company's Name] because [mention any specific reasons related to the company or its projects].

I am enthusiastic about the possibility of contributing to your team's success while gaining practical experience. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,
[Your Name]