

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

[Recipient Name]
[Recipient Title]
[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 approval for my On-the-Job Training (OJT) program as part of my academic requirements at [Your School/University Name].

I am currently a [Your Year, e.g., sophomore] in [Your Course/Program Name], and I am required to complete [Number of Hours] hours of training in a relevant field. I am particularly interested in [specific area of interest related to the company] and believe that an OJT opportunity at [Company Name] would greatly enhance my learning experience and provide valuable practical skills.

The schedule for my OJT is proposed from [Start Date] to [End Date], and my available hours are [Insert Available Days and Times]. I am eager to contribute my skills and enthusiasm to your team while gaining insights into the industry.

Thank you for considering my request. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)
[Your Course/Program Name]