

[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 am writing to express my interest in securing an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently [your current status, e.g., a student at XYZ University pursuing a degree in ABC] and am eager to gain practical experience in [specific field/industry].

I believe that [Company/Organization Name] is an excellent choice for my OJT due to [specific reason related to the company/organization]. I am particularly interested in [mention any specific projects, values, or goals of the company/organization].

I am confident that my skills in [list relevant skills] and my passion for [mention specific area of interest] will allow me to contribute positively to your team while also enhancing my learning experience.

I would greatly appreciate the opportunity to discuss this further and provide additional information about myself. 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 request. I look forward to the possibility of working with [Company/Organization Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]