

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intention to pursue an On-the-Job Training (OJT) opportunity at [Company/Organization Name]. I am currently a [Your Degree/Field of Study] student at [Your School/University], and I believe that an OJT with your esteemed organization would provide me with valuable practical experience and enhance my skills in [relevant skills/fields].

During my studies, I have developed a strong foundation in [related subjects or skills], and I am eager to apply this knowledge in a professional setting. I am particularly interested in [mention any specific area or project related to the company], and I am enthusiastic about the opportunity to contribute to your team while furthering my understanding of [related field/industry].

I am available for a training period from [start date] to [end date] and am flexible regarding the working hours. I am committed to learning and contributing positively to your organization. Thank you for considering my application for an OJT position. I look forward to the possibility of discussing this opportunity with you.

Sincerely,
[Your Name]