

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Name], and I am a student at [Your School/University] pursuing a degree in [Your Major]. As part of my academic program, I am required to complete on-the-job training (OJT) to gain practical experience in the field.

I am writing to express my interest in the opportunity to undertake my OJT at [Company's Name]. I am particularly impressed by [mention any specific aspect of the company or its projects that interests you], and I believe that my skills in [mention relevant skills or experiences] align well with the goals of your team.

I am eager to learn and contribute to the [specific department or area within company] and am available for a [mention duration and availability]. I would love the chance to discuss how I can contribute to your organization while gaining valuable experience.

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

Sincerely,

[Your Name]
[Your School/University]
[Your Student ID (if applicable)]