

[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 am writing to express my interest in participating in the On-the-Job Training (OJT) program offered by [Company/Organization Name]. I am currently a [Your Degree/Field of Study] student at [Your Educational Institution], and I am eager to gain practical experience in [specific area/field related to the OJT].

I believe that this program will provide me with valuable insights and hands-on experience that will complement my academic learning. I am particularly impressed by [mention any specific aspect of the company or program that attracted you].

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 opportunity to contribute to your team and further my professional development.

Sincerely,

[Your Name]  
[Your Educational Institution]  
[Your Degree/Field of Study]