

[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) placement at [Company/Organization Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree/Field of Study] at [Your University/College].

I am eager to gain practical experience in [specific area or department relevant to the company] and believe that an OJT placement at your esteemed organization would provide me with valuable insights and skills that complement my academic knowledge.

I am particularly impressed by [mention any specific projects, values, or achievements of the company] and am excited about the opportunity to contribute to your team while learning from experienced professionals. I am available for an OJT placement starting from [start date] and can commit to [mention duration or hours available]. I have attached my resume for your review, which includes my academic achievements and relevant skill set.

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

Sincerely,

[Your Name]