

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., "third-year"] student at [Your Educational Institution] majoring in [Your Major]. I am writing to express my interest in applying for an on-the-job training (OJT) opportunity at [Company/Organization Name].

I am particularly drawn to [Company/Organization Name] because of [briefly explain why you are interested in the company and any relevant projects, values, or experiences]. I am eager to gain hands-on experience in [specific field or role] and believe that your esteemed organization would provide an excellent environment for me to learn and develop my skills.

I would appreciate the opportunity to discuss the possibility of an interview regarding potential OJT placements in your company. I am available at your convenience and can be reached via [your phone number] or [your email address]. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]