

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my enthusiasm for the upcoming interview for the On-the-Job Training (OJT) position at [Company's Name]. I appreciate the opportunity and am eager to discuss how my skills and experiences align with the goals of your team.

To prepare for our interview, I have researched [Company's Name] and am particularly impressed by [specific project, value, or aspect of the company]. I believe my background in [your field of study or relevant experience] equips me with the necessary skills to contribute effectively to your team.

During our meeting, I would like to discuss how I can apply my knowledge of [specific skills or topics relevant to the position] to support [Company's Name] in achieving its objectives. Additionally, I look forward to learning more about the expectations for the OJT role and how I can best meet them.

Thank you once again for this opportunity. I am looking forward to our conversation on [date of the interview].

Best regards,  
[Your Name]