

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., junior] student pursuing a [Your Degree, e.g., Bachelor's in Business Administration] at [Your University/College Name]. I am writing to express my interest in the On-the-Job Training (OJT) opportunities at [Company/Organization Name].

I am eager to apply the skills and knowledge I have gained during my studies and to learn from the experienced professionals at your organization. I am particularly interested in [specific area or department of interest], as I believe it aligns with my career goals and aspirations.

I would be grateful for the opportunity to discuss any potential OJT positions available at [Company/Organization Name]. 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 speak with you and learn more about the potential for collaboration.

Sincerely,

[Your Name]  
[Your University/College Name]  
[Your Degree Program]