

[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 message finds you well. My name is [Your Name], and I am a [Your Year, e.g., junior] student pursuing a degree in [Your Field of Study] at [Your University]. I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company's Name]. I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I believe that completing my OJT at your esteemed organization would provide me with invaluable hands-on experience and the opportunity to learn from industry professionals. I would appreciate the opportunity to discuss potential internship openings and how I can contribute to your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to the possibility of working with [Company's Name].

Sincerely,

[Your Name]
[Your University, if applicable]