

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in the on-the-job training (OJT) position at [Company Name] that we discussed during our recent interview on [Interview Date].

I am eager to gain practical experience in [specific field/industry] and believe that [Company Name] is the perfect place for me to learn and grow. I am particularly drawn to [mention any specific aspect of the company or project discussed during the interview that excites you].

I appreciate the opportunity to interview and am very enthusiastic about the possibility of contributing my skills and gaining invaluable insights from your team. Thank you once again for considering my application.

I look forward to the possibility of working together.

Warm regards,

[Your Name]