

[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 am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company's Name]. I am currently a [Your Year, e.g., second-year] student at [Your School/University] pursuing a degree in [Your Field of Study].

I am eager to gain practical experience in [specific area related to the company/industry] and believe that [Company's Name] would be the perfect place for me to learn and grow. I am particularly drawn to [mention any specific aspect of the company or projects that interests you].

I am a dedicated and motivated individual, eager to contribute positively to your team while developing my skills. I am available for an OJT position starting [availability date] and would be grateful for the opportunity to discuss any available positions with you.

Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]