

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an On-the-Job Training (OJT) opportunity at [Company Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to apply my academic knowledge and gain practical experience in the field.

I am particularly impressed by [specific aspect of the company or its projects] and would love the chance to contribute to your team. My coursework has provided me with a strong foundation in [relevant skills or knowledge], and I am eager to learn more about [specific areas of interest related to the company].

I am available for an internship from [start date] to [end date] and am open to discussing flexible working hours. I would greatly appreciate the opportunity to discuss how I can contribute to [Company Name] in more detail.

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your School/University]