

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., third-year] student at [Your School/University Name], majoring in [Your Major]. I am reaching out to inquire about potential on-the-job training (OJT) opportunities within your esteemed organization.

As part of my academic program, I am required to complete an OJT placement from [Start Date] to [End Date]. I am particularly interested in [specific area of interest related to the organization/industry], and I believe that training with [Company/Organization Name] would provide me with invaluable hands-on experience.

I would be grateful if you could provide any information regarding available OJT positions, application procedures, and any specific requirements. Additionally, I welcome any advice you can offer regarding pursuing a successful internship in your field.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]