

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

Dear [Recipient's Name],

I am writing to express my intent to apply for the On-the-Job Training (OJT) program offered by [Company/Organization Name]. Currently, I am a [your current academic status, e.g., student in my final year of studies] at [Your School/University] majoring in [Your Major]. I am eager to gain practical experience in [specific field or area] and believe that your organization provides an ideal environment for learning.

Throughout my academic career, I have developed a strong foundation in [relevant skills or knowledge related to the OJT], and I am excited about the opportunity to apply this knowledge in a real-world setting. I am particularly impressed by [mention any specific aspect of the company, projects, or values that attracts you], and I am enthusiastic about the chance to contribute to your team.

I am confident that my [mention specific skills or experiences] will allow me to make a meaningful impact during my internship, while also enhancing my professional growth and understanding of the industry.

Thank you for considering my application. I look forward to the possibility of discussing my application further and hope to contribute positively to [Company/Organization Name] as an OJT intern.

Sincerely,
[Your Name]