

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

Dear [Recipient's Name],

I am writing to express my interest in the On-the-Job Training (OJT) program at [Company/Organization Name]. I am currently a [Your Course/Program] student at [Your School/University] and am eager to apply my academic knowledge in a practical setting.

Throughout my studies, I have gained skills in [mention relevant skills or subjects], which I believe will be beneficial to your team. I am particularly drawn to [specific aspect of the company/industry], and I am excited about the opportunity to learn from experienced professionals.

I am highly motivated, eager to learn, and ready to contribute positively to [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,  
[Your Name]