

[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 enrolling for the On-the-Job Training (OJT) program at [Company/Organization Name]. As a [Your Year/Program] student at [Your School/University] specializing in [Your Field of Study], I am keen to complement my academic knowledge with practical experience.

I believe that [Company/Organization Name] offers an ideal environment for me to apply my skills, particularly in [mention specific skills or interests relevant to the company]. I am eager to learn from your team and contribute effectively to ongoing projects.

Attached to this letter are my resume and any required documentation for your consideration. I appreciate your time and the opportunity to be a part of your esteemed organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]