

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for the OEC scholarship for the [specific program/course] at [institution name].

As a [your current educational status/occupation], I have always aspired to enhance my knowledge and skills in [specific field or area of study]. The OEC scholarship would greatly assist me in pursuing my educational goals and achieving my career aspirations.

I have demonstrated [mention any relevant achievements, experiences, or qualifications], which I believe align with the values and objectives of the OEC scholarship program. I am committed to [briefly discuss your career goals and how the scholarship will help you achieve them].

I have attached [any required documents, such as transcripts, recommendation letters, etc.], as specified in the scholarship guidelines. Thank you for considering my application. I look forward to the opportunity to contribute positively to the [institution/community] and to further my studies with the support of the OEC scholarship.

Sincerely,

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