

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the OEC scholarship program. I am interested in understanding the eligibility criteria, application process, and deadlines associated with this scholarship.

Could you please provide me with detailed information regarding the following:

1. Eligibility requirements
2. Application procedure and necessary documents
3. Scholarship amount and duration
4. Any specific deadlines I should be aware of

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]