

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

Dear [Recipient's Name or "Scholarship Committee"],
I hope this message finds you well. I am writing to follow up regarding my application for the OEC scholarship submitted on [submission date]. I am eager to learn about the status of my application and any updates you can provide.

I am very enthusiastic about the opportunity to further my education with the support of the OEC scholarship, as it aligns perfectly with my academic and career goals.

Thank you for considering my application. I look forward to your response.

Warm regards,

[Your Name]
[Your Student ID (if applicable)]