

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[OEC Scholarship Office]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About OEC Scholarship

I hope this letter finds you well.

I am writing to inquire about the OEC scholarship and the application process. As a [your current education level or occupation] interested in [your field of study or professional goals], I would like to understand the eligibility criteria, application deadlines, and any required documentation.

Additionally, I would appreciate any information regarding the amount of funding available, as well as any specific programs or projects supported by the scholarship.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]