[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Scholarship Committee's Name],
I hope this letter finds you well. I am writing to formally request confirmation of my eligibility for the OGP scholarship program.
I am currently a [Your Current Level of Education, e.g., high school senior, undergraduate student] at [Your Institution's Name] and am eager to apply for the OGP scholarship for the upcoming academic year.
To assist with my application, I would greatly appreciate it if you could provide a letter that confirms my eligibility based on the requirements set forth by the scholarship program.
If additional information is needed to process my request, please let me know. Thank you for your time and assistance.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]