

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my application for the OGP Scholarship submitted on [submission date]. I am eager to know about the status of my application and any forthcoming steps in the selection process.

I greatly appreciate the opportunity to apply for this scholarship and am enthusiastic about the prospects it offers for [mention any relevant goals or aspirations relating to the scholarship].

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]