

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

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

Dear [Recipient's Name],

Subject: OGP Scholarship Progress Report

I hope this letter finds you well. I am writing to provide an update on my progress as a recipient of the OGP Scholarship for the academic year [Year].

1. **\*\*Academic Performance\*\***

- Current program: [Your Program Name]
- Institution: [Your Institution Name]
- GPA: [Your GPA]
- Courses completed: [List of courses completed]
- Notable achievements: [Any awards, honors, or recognitions]

2. **\*\*Research/Projects\*\***

- Title of project: [Project Title]
- Brief description: [Project description and objectives]
- Current status: [Progress made, results achieved, etc.]

3. **\*\*Extracurricular Activities\*\***

- Organizations/clubs involved: [List of activities]
- Leadership roles: [Any positions held]
- Community service: [Summary of volunteer work]

4. **\*\*Future Plans\*\***

- Upcoming goals: [What you hope to accomplish in the next semester/year]

- Further research or projects: [Any planned initiatives]

I am grateful for the support provided by the OGP Scholarship, which has been instrumental in my academic journey. Thank you for your consideration, and I look forward to updating you on my further progress.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program and Year]