

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University]. I am writing to inquire about the availability of scholarships for On-the-Job Training (OJT) opportunities offered by [Institution/Organization Name].

As I prepare for my upcoming OJT placement, I am eager to explore financial assistance options that can help support my experience and development in the field. I would greatly appreciate any information regarding eligibility criteria, application procedures, and deadlines for the OJT scholarship program.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]