

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee/Recipient's Name],  
I am writing to express my interest in the OJT scholarship and to demonstrate my eligibility for this opportunity. I am currently a [Your Degree/Program] student at [Your School/University], where I have maintained a [Your GPA] GPA while actively participating in [any relevant extracurricular activities, internships, or volunteer work].

As part of my academic program, I am required to complete an on-the-job training that will provide me with valuable practical experience in [Your Field/Industry]. I believe this scholarship will greatly assist me in covering [mention any specific costs, e.g., training expenses, travel costs, or other relevant expenses] related to my training.

I am passionate about [Your Field/Industry] and am committed to making a positive impact in my community upon completion of my studies. Receiving this scholarship would not only alleviate my financial burden but also enable me to focus entirely on gaining the skills and experience necessary to achieve my career goals.

Thank you for considering my application for the OJT scholarship. I look forward to the possibility of contributing to [Organization/Institution]'s mission and furthering my professional development through this opportunity.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]