

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

Dear [Recipient's Name],

I am writing to submit my application for the OJT Scholarship offered by [Organization/Institution Name]. I am currently a [Your Year, e.g., junior] student at [Your School/University] pursuing a degree in [Your Major]. This scholarship will greatly assist me in gaining valuable practical experience through the on-the-job training program.

I have attached all required documents, including my resume, academic transcripts, and a letter of recommendation. I am committed to [briefly state your goals or aspirations related to the experience].

Thank you for considering my application. I look forward to the opportunity to contribute and learn through this scholarship program.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]