

[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)]