

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

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to recommend [Student's Name] for the OJT Scholarship. As [his/her/their] [Instructor/Supervisor/Teacher] at [Your Institution/Organization], I have had the pleasure of knowing [him/her/them] for [duration] and am familiar with [his/her/their] academic and personal strengths.

[Student's Name] has consistently demonstrated [specific qualities such as diligence, leadership, teamwork, etc.]. [He/She/They] [describe specific examples of the student's contributions or achievements that relate to the scholarship criteria].

In addition to [his/her/their] academic prowess, [Student's Name] is also actively involved in [mention any extracurricular activities, volunteer work, or work experience]. This involvement showcases [his/her/their] commitment to personal growth and community service.

I believe that the OJT Scholarship will greatly benefit [Student's Name] as [he/she/they] continues to pursue [his/her/their] goals in [specific field or area of interest]. [His/Her/Their] passion for [related field/area] and [his/her/their] eagerness to learn make [him/her/them] an ideal candidate for this opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you require any more information.

Thank you for considering [Student's Name] for this scholarship.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]