

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

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I am writing to express my interest in the OJT Scholarship offered by [Organization/Institution Name]. I am currently a [Your Year, e.g., second-year] student pursuing a degree in [Your Major] at [Your University/College], and I am eager to gain practical experience in my field of study through an On-the-Job Training program.

[Briefly explain your background, academic achievements, and relevant skills related to the scholarship. Include specific projects or experiences that demonstrate your commitment and passion for your chosen field.]

Receiving the OJT Scholarship would greatly assist me in covering costs associated with [mention specific expenses, e.g., transportation, materials, etc.], allowing me to focus on gaining valuable experience during my training period. I am committed to applying the skills and knowledge I have acquired in a real-world setting, and I am confident that this opportunity will enhance my professional growth.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization/Institution Name] and am eager to embark on this vital step in my career.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]