

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the OJT scholarship offered by [Company/Organization Name]. I am currently a [Your Major/Field of Study] student at [Your School/University] and believe that this opportunity would greatly benefit my professional growth.

As a dedicated student, I have demonstrated [mention any relevant experience or skills]. I am eager to apply my knowledge in a real-world setting while contributing positively to your organization.

I appreciate your consideration of my application and look forward to the possibility of discussing this scholarship opportunity.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]