

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the OJT scholarship offered by [Institution/Organization Name]. As a [Your Degree Program] student at [Your University/College], I am eager to gain practical experience and enhance my skills through an on-the-job training program. I believe that this scholarship would greatly support my educational and career goals by enabling me to participate in [specific training or project]. I am dedicated to [briefly explain your goals and how the scholarship will help you achieve them].

Attached to this letter are my academic records and any other required documents to support my application. I appreciate your consideration of my request and look forward to the opportunity to discuss this further. Thank you for your time and consideration.

Sincerely,  
[Your Name]