

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the On-the-Job Training (OJT) Scholarship opportunity offered by [Organization/Institution Name]. I am currently a [your current level, e.g., second-year student] at [Your School/University Name], pursuing a degree in [Your Degree/Major].

I believe that this scholarship will greatly assist me in gaining practical experience in my field while furthering my academic career. As I am eager to apply the skills and knowledge I have acquired in the classroom, this OJT program represents a valuable opportunity for me to learn and grow professionally.

[Insert a paragraph about your background, relevant experiences, and why you are a suitable candidate for the scholarship.]

I appreciate your consideration of my application for the OJT Scholarship. I am looking forward to the opportunity to contribute to [Organization/Institution Name] while enhancing my learning experience. Please find my resume attached for further details on my qualifications. Thank you for your time and consideration.

Sincerely,
[Your Name]