

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

Dear [Recipient Name],

I am writing to express my interest in applying for the OJT scholarship offered by [Institution/Organization Name]. As a [Your Course/Field of Study] student at [Your School/University], I am eager to gain practical experience in my field through an on-the-job training (OJT) opportunity. I have maintained a strong academic record and am enthusiastic about applying my theoretical knowledge in a real-world setting. The OJT scholarship would significantly alleviate the financial burden associated with my training and enable me to focus on maximizing my learning experience.

I am particularly interested in [specific area of interest related to OJT] and believe that this opportunity will provide me with the skills and insight necessary to pursue my career goals. I am committed to contributing positively to your organization and gaining invaluable experience that aligns with my career aspirations.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]