

[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 intent to apply for the OJT Scholarship offered by [Institution/Organization Name]. I am currently a [Your Year/Level] student majoring in [Your Major] at [Your University/College]. I am eager to enhance my professional skills through on-the-job training and believe this scholarship will greatly support my educational and career goals.

My academic journey has equipped me with a foundational understanding of [Relevant Skills/Subjects]. I am particularly interested in gaining hands-on experience in [specific area relevant to the scholarship or your field], which aligns with both my career aspirations and the objectives of the OJT program.

Participating in this program will allow me to apply theoretical knowledge in real-world scenarios, and I am enthusiastic about the opportunity to contribute to [Company/Organization related to the OJT]. I am confident that this experience will not only benefit my growth but also provide meaningful contributions to your team.

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

Sincerely,
[Your Name]