

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my support for [Student's Name] in their application for the On-the-Job Training (OJT) scholarship. As [his/her/their] [professor/mentor/supervisor] at [Your Institution/Organization], I have had the pleasure of witnessing [his/her/their] dedication, skill, and passion for [Field/Industry]. [Student's Name] has consistently demonstrated an eagerness to learn and excel in [specific skills or projects]. [He/She/They] have shown remarkable aptitude in [mention relevant skills or experiences] which I believe will greatly enhance [his/her/their] contributions during the OJT program.

This scholarship will not only aid [Student's Name] financially but will also empower [him/her/them] to gain invaluable real-world experience. I am confident that [he/she/they] will leverage this opportunity to further develop [his/her/their] professional abilities and make a significant impact in the field.

In conclusion, I strongly recommend [Student's Name] for the OJT scholarship. [His/Her/Their] commitment to excellence, coupled with [his/her/their] strong work ethic, makes [him/her/them] an ideal candidate. Thank you for considering [his/her/their] application.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]