

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the OJT scholarship. I have had the privilege of working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

[Student's Name] has consistently demonstrated exceptional skills in [specific skills/areas relevant to the scholarship]. Their [specific qualities, e.g., dedication, work ethic, ability to learn quickly] distinguish them from their peers. For example, [provide a specific example of the student's work or achievements].

In addition to their academic strengths, [Student's Name] is an excellent team player and often takes the initiative to help others, contributing to a positive learning environment. I believe that this scholarship will not only support their growth but also allow them to contribute significantly to [mention potential impact on the field or community].

I strongly believe that [Student's Name] is a deserving candidate for the OJT scholarship and will use this opportunity to further their skills and knowledge. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering this recommendation.

Sincerely,

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