

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your School/University] majoring in [Your Major]. I am writing to express my interest in being considered for the OJT scholarship offered by [Name of the Institution/Organization].

As a dedicated student, I have consistently strived for academic excellence while actively engaging in extracurricular activities related to my field of study. My work ethic and passion for [Your Field/Industry] have driven me to seek opportunities that will enhance my skills and knowledge.

I believe that this scholarship would not only alleviate the financial burden of my education but also provide me with invaluable experience during my on-the-job training. By participating in this program, I am eager to contribute positively to [Company/Organization Name] and learn from the talented professionals within your team.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from [Company/Organization Name].

Sincerely,
[Your Name]