

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) scholarship offered by [Organization/Company Name]. As a [Your Major/Program] student at [Your University/College Name], I am eager to gain hands-on experience in the [specific field/industry] while contributing positively to your esteemed organization.

Throughout my academic journey, I have developed a strong foundation in [relevant skills or subjects], and I believe that this scholarship will enable me to apply my knowledge in a practical setting. I am particularly drawn to [specific projects or values of the organization], which align with my career aspirations.

I am committed to making the most of this opportunity and am confident that my dedication and willingness to learn will make a valuable addition to your team. Thank you for considering my application. I look forward to the possibility of contributing to [Organization/Company Name] while furthering my educational and professional development.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]