

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

Dear [Recipient Name],

I am writing to express my interest in the OJT scholarship opportunity offered by [Organization/Company Name]. I am currently a [Your Degree Program] student at [Your Institution] and am eager to gain practical experience in [specific field or industry] through this program.

Throughout my academic journey, I have developed a strong foundation in [relevant skills or subjects], which I believe aligns well with the goals of your organization. My coursework has equipped me with [mention any specific skills or knowledge that are relevant to the OJT], and I am excited about the possibility of applying my skills in a real-world setting.

I am particularly drawn to [Organization/Company Name] because of [mention any specific values, projects, or initiatives of the organization that resonate with you]. I am committed to [mention any relevant personal commitment or goal], and I believe that my enthusiasm and dedication can contribute positively to your team.

I would welcome the opportunity to discuss how my background, skills, and aspirations align with the mission of [Organization/Company Name]. Thank you for considering my application for the OJT scholarship. I look forward to the possibility of contributing to your organization and gaining invaluable experience through this program.

Sincerely,
[Your Name]