

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the OJT scholarship submitted on [submission date]. I am very enthusiastic about the opportunity to participate in the program and would like to inquire about the status of my application.

I believe that this scholarship would greatly enhance my hands-on experience and provide me with the necessary skills for my future career. If you require any additional information or documents to facilitate the review process, please do not hesitate to contact me.

Thank you for your attention to my application. I look forward to your positive response.

Sincerely,

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