

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

Dear [Recipient Name],

I am writing to express my sincere interest in the OJT scholarship offered by [Organization/Institution Name]. As a [Your Current Academic Year/Field of Study] student at [Your School/University], I am eager to gain practical experience in [related field/industry] and believe that this opportunity will significantly enhance my educational journey.

Throughout my academic career, I have maintained a strong commitment to [mention relevant skills, projects, or achievements related to the field]. I am particularly drawn to [specific aspects of the organization or program] and am excited about the possibility of contributing my skills while learning from experienced professionals.

The support from the OJT scholarship would allow me to [mention how the scholarship will help you, e.g., cover travel expenses, provide necessary materials, etc.], enabling me to fully immerse myself in the experience.

I am confident that this opportunity will not only advance my professional development but also allow me to make a positive impact in [mention how you plan to contribute to the organization].

I appreciate your consideration of my application, and I look forward to the possibility of contributing to [Organization/Institution Name]. Thank you for this incredible opportunity.

Sincerely,
[Your Name]