

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[University of Ongoing Bachelor (UOB)]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the UOB Scholarship for [specify the academic year or term]. I am currently a [your current academic status or program] at [your current institution] and am eager to further my studies in [your intended program of study at UOB].

[Briefly explain your background, academic achievements, and reasons for applying for the scholarship. Highlight how it aligns with your future goals and contributions to the university community.]

Thank you for considering my application. I look forward to the opportunity to contribute positively to the University of Ongoing Bachelor and to develop my skills and knowledge.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]