

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

Office of Admissions
Ohio State University
[Office Address]

[City, State, Zip Code]

Dear Admissions Committee,

[Opening paragraph: Introduce yourself and the purpose of your correspondence.]

[Body paragraph 1: Provide any necessary details or background information.]

[Body paragraph 2: Explain your request or reason for writing, providing supporting details as needed.]

[Closing paragraph: Express gratitude and anticipation for a response.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]