

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

Office of Admissions
Ohio State University
Enarson Classroom Building
2009 Millikin Road
Columbus, OH 43210

Dear Admissions Committee,

[Opening Paragraph: Introduce yourself and state the purpose of your letter.]

[Body Paragraph(s): Provide detailed information relevant to your application or inquiry.]

[Closing Paragraph: Summarize your points and express your gratitude or anticipation for a response.]

Sincerely,

[Your Name]