

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Office of Admissions
Ohio State University
[Address Line 1]
[City, State, Zip Code]
Dear Admissions Committee,
[Introduction: State the purpose of your letter.]
[Body: Provide detailed information, supporting arguments, or any
relevant personal experiences.]
[Conclusion: Summarize your points and express your appreciation for
their consideration.]
Sincerely,
[Your Name]
[Your Student ID (if applicable)]