

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

Office of Admissions
Ohio State University
[Office Address]

Columbus, OH [Zip Code]

Dear Admissions Committee,

[Introduction: State your purpose and the program you are interested in.]

[Body: Provide details about your background, experiences, and why you are interested in Ohio State University specifically.]

[Closing: Express gratitude and reiterate your interest in the program. Include your contact information for any follow-up.]

Sincerely,
[Your Name]