

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

[Recipient's Name]
[Recipient's Title]
Ohio State University
[Department or Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in participating in [specific event name] at Ohio State University on [event date]. As [your role / position, e.g., a student, attendee, community member], I believe that this event will provide an excellent opportunity to engage with fellow participants and contribute to [specific goals or themes of the event].

I am particularly excited about [mention any specific session, speaker, or aspect of the event that interests you]. I would be grateful for the chance to share my insights and experiences related to [your relevant background or expertise].

Please let me know if there are any requirements for participation or if additional information is needed. Thank you for considering my application. I look forward to the possibility of being part of this inspiring event.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]