

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

[Recipient's Name]
[Department Name]

Ohio State University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific graduate program] at Ohio State University. After thorough research into various graduate programs, I am particularly drawn to [specific aspects of the program, faculty, research opportunities, etc.].

I hold a [Your Degree] in [Your Major] from [Your University], where I [briefly summarize your relevant experiences, skills, and accomplishments]. My work in [specific projects or internships] has equipped me with [skills or knowledge] that I believe will contribute to my success in your program.

I am especially excited about [mention any specific faculty members you wish to work with or any specific research that aligns with your interests]. I am eager to [explain your aspirations and how they align with the program].

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the Ohio State University community.

Sincerely,
[Your Name]