

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department]

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your Institution]. I am writing to express my interest in the research opportunity within [Specific Department or Lab] at Ohio State University. I have a strong passion for [briefly explain your area of interest relevant to the research], and I believe that my background in [mention relevant coursework or experience] has equipped me with the skills necessary to contribute to your ongoing projects. I am particularly drawn to [mention specific research projects or topics related to the faculty's work], and I am excited about the possibility of collaborating with your team.

I would be grateful for the opportunity to discuss how I can contribute to your research efforts and learn from your expertise. I am available for a meeting at your convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your University]  
[Your Degree Program]