

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

Office of Undergraduate Admissions
Ohio State University
103 G. O. E. W. Building
200 E. 19th Ave.
Columbus, OH 43210

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request a transfer to Ohio State University for the [specific semester/year] academic term. I am currently a student at [Current Institution's Name], majoring in [Your Current Major], and I am eager to pursue my educational goals at OSU.

After researching various universities, I have come to appreciate Ohio State's commitment to academic excellence and its vibrant campus community. I am particularly drawn to [specific program or feature of OSU], and I believe that my background in [mention relevant experiences or skills] will allow me to contribute positively to the university. I have attached my current transcript, recommendation letters, and other necessary documents to support my application. I hope to bring my [mention any unique qualities or achievements] to Ohio State and am excited about the opportunity to be part of such a prestigious institution.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Current Institution's Name]