

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University/College Name]
[Office of Admissions/Residency Office]
[University Address]
[City, State, Zip Code]

Dear [Admissions/Residency Officer's Name],
I am writing to formally declare my residency status as a resident of Ohio. I am currently a student at [University/College Name], and I would like to provide the necessary documentation to confirm my residency in order to qualify for in-state tuition rates.
I have been a resident of Ohio since [Date of Move], and currently reside at [Your Ohio Address]. I can provide the following supporting documents to verify my residency:

1. A copy of my [driver's license/state ID]
2. A recent utility bill in my name
3. A lease agreement for my housing in Ohio

Please let me know if you require any additional documentation or information regarding my residency status. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Student ID (if applicable)]