

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [state purpose of the letter, e.g., express my interest in a specific program, request information, etc.].

[Provide background information about yourself, including your academic achievements, interests, and how they relate to Ohio State University.]

[Discuss specific details regarding your inquiry or request, mentioning any relevant programs, faculty, or opportunities that interest you at Ohio State University.]

I appreciate your time and consideration, and I look forward to your response. Please let me know if you need any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]