

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

Graduate School
Ohio State University
[Address of Graduate School]
[City, State, Zip Code]

Dear Graduate School Committee,

I am writing to formally submit my thesis titled "[Title of Your Thesis]" for consideration as part of my requirements for [Degree Program, e.g., Master of Science in XYZ] at Ohio State University.

The thesis, which I have completed under the supervision of [Advisor's Name], explores [briefly mention the focus or purpose of your thesis]. I believe that this work contributes to [mention the significance of your research].

Enclosed, please find the following documents:

1. Thesis copy (printed and/or electronic format)
2. Thesis Approval Form
3. [Any other required documents]

Thank you for your attention to this submission. I look forward to your review and any feedback you may have.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Student ID Number]