

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

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

Dear [Recipient Name],

I am writing to express my intent to apply for [specific program or opportunity] at Ohio State University. I am particularly drawn to [mention specific aspects of the program, faculty, or research opportunities that interest you], as I believe they align with my academic interests and career goals.

My background in [your area of study or work experience] has equipped me with [mention relevant skills or experiences]. These experiences have motivated me to pursue further education and training in [specific field or focus] at Ohio State University.

I am especially impressed by [mention any unique features of the program or university], and I am eager to contribute to [specific department or research initiative]. I believe that my [mention any attributes or experiences] will allow me to add value to the Ohio State community.

Thank you for considering my application. I look forward to the possibility of joining Ohio State University and contributing to the [specific program or field]. Please find my application materials enclosed.

Sincerely,
[Your Name]