

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

[Recipient's Name]
[Recipient's Title]
[Ohio State University]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit my thesis titled "[Thesis Title]" for approval as part of the requirements for my [Degree] in [Program] at Ohio State University.

My thesis explores [brief description of thesis topic and objectives]. I believe that this research contributes to [note relevance to field or community].

Enclosed with this letter are the following documents for your review:

1. Thesis manuscript
2. Abstract
3. [Any additional documents if necessary]

I kindly request your feedback and approval so that I can proceed with the next steps in the graduation process. Thank you for your time and consideration.

Sincerely,

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