

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department Name]
Ohio State University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: State the purpose of your letter and any relevant information.]
[Body Paragraph 1: Provide background information or any necessary context related to your request or topic.]
[Body Paragraph 2: Elaborate further with supporting details, data, or arguments that reinforce your main point.]
[Conclusion: Summarize your main points and state any specific requests or next steps.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]