

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department Name]
Ohio State University
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Purpose of the letter.]
[Second paragraph: Provide details or context.]
[Third paragraph: Call to action, request, or closing thought.]
Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]