

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office]  
Ohio State University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of the letter.]  
[Body paragraphs: Provide detailed information, supporting points, or requests.]  
[Closing paragraph: Summarize your key points and express appreciation or a call to action.]  
Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]