

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

[Recipient's Name]  
[Department/Office Name]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about  
[specific topic or information you need].

[Provide a brief introduction about yourself if necessary, e.g., your  
status as a student, prospective student, or other relevant roles].

I am particularly interested in [elaborate on your inquiry, providing any  
necessary details and context].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]