

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Office]
The Ohio State University
[University Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: Introduce the purpose of your letter.]
[Body paragraphs: Provide details and support your purpose with necessary information.]
[Closing paragraph: Conclude your letter and express any action needed or express gratitude.]
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Affiliation or Department, if applicable]