

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
Ohio State University  
[Department or Office Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and state the purpose of your letter. Include any relevant details about your connection to Ohio State University.]  
[Body paragraphs: Provide further details, supporting information, and any specific requests or questions you may have. Be clear and concise.]  
[Closing paragraph: Summarize your request or the main points of your letter. Express appreciation for the recipient's time and assistance.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]  
[Your Major/Program (if applicable)]