

****[Ohio State University Letterhead Template]****

****Ohio State University****

[College/Department Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Website URL]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

[Opening paragraph: Introduce purpose of the letter]

[Body paragraphs: Provide detailed information or discuss the subject matter]

[Closing paragraph: Summarize or call to action]

Sincerely,

[Your Name]

[Your Title]

[College/Department Name]

[Phone Number]

[Email Address]

****Note:**** Ensure compliance with university branding guidelines for logo usage and typography.