

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department]  
Ohio State University  
[Office Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of the letter.]  
[Body paragraphs: Provide details relevant to your purpose, including any  
necessary background information or requests.]  
[Closing paragraph: Summarize your main points and express appreciation  
or anticipation for a response.]  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]