

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

[Recipient's Name]  
[Department Name]

Ohio State University

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [a prospective student/current student/researcher] interested in [specific program, department, opportunity]. I am writing to inquire about [specific information or opportunity you seek, e.g., application process, research opportunities, etc.].

[Provide a brief introduction about your background, interests, and why you are reaching out. Mention any specific details that relate to the program or opportunity.]

I would greatly appreciate any information you could provide regarding [specific questions or topics]. Additionally, if there are any resources or upcoming events that would be helpful for me to attend, I would love to hear about those as well.

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

Sincerely,

[Your Name]

[Your Affiliation or Title, if applicable]