

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]

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

Dear [Recipient's Name],

I hope this letter finds you well.

[First paragraph: Introduce the purpose of your letter and any relevant background information.]

[Second paragraph: Provide additional details or context regarding your request or message.]

[Third paragraph: Clearly state what you are asking for or hoping to achieve.]

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Department or Organization, if applicable]