

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

[Date]
[Recipient's Name]
[Title]

Ohio State University
[Department or Office Name]
[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 [Your Year, e.g., sophomore] majoring in [Your Major] at Ohio State University. I am writing to [briefly state the purpose of your letter, e.g., request information, express appreciation, seek guidance, etc.]. [In this paragraph, provide additional details regarding your request or subject matter. Be clear and concise while expressing your thoughts.] I appreciate your attention to this matter and look forward to your response. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]