

[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 message finds you well. I am writing to [briefly state the purpose of your letter, e.g., request information, apply for a position, etc.].

[In the next paragraph(s), provide additional details, background, and context related to your request or message. Be clear and concise.]

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]