



**Oregon State**  
University

**School of Chemical, Biological,  
and Environmental Engineering**

116 Johnson Hall

105 SW 26th St.

Corvallis, OR 97331

P: 541-555-5555

e-mail: [your.name@oregonstate.edu](mailto:your.name@oregonstate.edu)

URL: <http://cbee.oregonstate.edu/>

September 24, 2017

Professor XXXXXXXX XXXXX  
Some University  
Some Addresss  
SomeTown, SomeState SomeZip

Dear Professor XXXXX,

We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead.

We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead. We are most pleased to deliver this sample letter which uses the Latex letter document class file with OSU letterhead.

Sincerely,

Your Name