

<On OSU Official Letterhead>

<Date>

To whom it may concern,

Please allow <student name>, <student ID number>, to request a research room in the Valley Library. <Student name> is a PhD student who has either scheduled his/her qualifying exams in the next six months or has completed his/her qualifying exams.

Sincerely,

<Signature>

<Typed or Printed Name>  
Academic Advisor to <student name>