

<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 Master's student who has is writing a thesis and in the final 1-2 terms of their program.

Sincerely,

<Signature>

<Typed or Printed Name>

Academic Advisor to <student name>