

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

[Recipient Name]
[Title/Position]
[Department/Office]
Texas Tech University
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Academic Letter [Purpose of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., request consideration for a scholarship, appeal a decision, etc.].

[Paragraph 1: Provide background information, relevant circumstances, and your current academic standing. Include specific details as necessary.]

[Paragraph 2: Clearly articulate your request or the action you wish to take. Include any supporting evidence or rationale.]

[Paragraph 3: Mention any relevant deadlines or time-sensitive information that may impact your request.]

Thank you for considering my request. I appreciate your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)
[Your Major/Department] (if applicable)
[Your Expected Graduation Date] (if applicable)