

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

[Date]  
[Recipient's Name]  
[Title]  
[Department/Office]

Texas Tech University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and the purpose of your letter. Mention the position you are applying for or the reason for your correspondence.]

[Body Paragraph(s): Highlight your qualifications, experience, and skills relevant to the position or reason for your application. Include specific examples and demonstrate your knowledge of Texas Tech University.]

[Closing Paragraph: Express enthusiasm for the opportunity and a willingness to discuss your application further. Thank the recipient for their time and consideration.]

Sincerely,  
[Your Name]