

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Texas Tech University]
[Department/Office Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent [application, interview, inquiry, etc.] regarding [specific program, position, or topic] at Texas Tech University. I want to express my sincere appreciation for the opportunity to [reason for contact]. [Briefly restate your interest or purpose related to the follow-up]. If there are any updates regarding my [application/interest], or if you require additional information from my side, please feel free to reach out.

Thank you for your time and consideration. I look forward to hearing from you.

Warm regards,

[Your Name]
[Your Student ID or Reference Number, if applicable] (optional)