

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about
[specific topic or information needed] related to Texas Tech University.
As I am considering [reason for inquiry, e.g., applying, enrolling, or
seeking specific information], I would greatly appreciate any details you
can provide regarding [specific questions or points of interest].
Thank you for your attention to my inquiry. I look forward to your prompt
response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]