

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

[Recipient's Name]  
[Recipient's Position]  
[Department Name]

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

Dear [Recipient's Name],

Subject: Letter of Intent Variation

I hope this message finds you well. I am writing to formally request a variation to my previously submitted letter of intent for [specific program or admission].

[Briefly explain the reason for the variation request, including any relevant details such as changes in circumstances, updated information, or new commitments.]

I believe that this variation will better reflect my current intentions and aspirations regarding my academic and professional journey at Texas Tech University.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]