

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

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

Texas Tech University
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [brief introduction of purpose, e.g., express my interest in..., request information about..., etc.].

[Body of the letter: Provide detailed information, context, and any relevant background. Use concise paragraphs to convey your message clearly.]

I appreciate your time and consideration regarding this matter. Please feel free to contact me at [your phone number] or [your email] should you require any further information or clarification.

Thank you for your attention. I look forward to your response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Student ID, if applicable]