

To whom it may concern:

In fiscal year 2017, Texas Tech University Student Housing will install new windows in Weymouth Hall. When this project is completed all but two residence halls will have new, energy efficient windows. These windows are double pane, insulated windows. They reduce our utilities and improve the air quality in the halls.

These efforts will make an impact on the overall utility usage and spending.

Kindest Regards,

A handwritten signature in cursive script that reads "Melanie Tatum".

Melanie Tatum