

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University/College Name]
[Department or Admissions Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request admission to the Bachelor of Technology (BTech) program in [specific major, e.g., Computer Engineering] at [University/College Name] for the [upcoming semester/year, e.g., Fall 2024].

I am particularly drawn to [University/College Name] because of [specific reasons related to the program, faculty, facilities, etc.]. My interest in [related field/subject] has driven me to pursue a higher education in this area, and I am eager to contribute to and learn from the esteemed faculty and diverse student body at your institution.

I have completed [mention relevant education background, e.g., high school or previous degrees] and have [mention any relevant experience, projects, or skills]. I believe that my background has prepared me well for the challenges and opportunities that the BTech program offers.

Enclosed are my application documents, including my transcripts, letters of recommendation, and personal statement. I appreciate your consideration of my admission request and look forward to the opportunity to discuss my application further.

Thank you for your time and attention.

Sincerely,

[Your Name]