

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

[Student's Name]  
[Student's Address]  
[City, State, ZIP Code]

Dear [Student's Name],  
Congratulations! We are pleased to inform you that you have been offered admission to the Bachelor of Technology (BTech) program at [Your College/University Name] for the academic year [Year]. Your hard work and dedication have distinguished you among a competitive pool of applicants, and we are excited to welcome you to our community of scholars.

Please find enclosed details regarding your admission offer, program structure, and important dates. We encourage you to confirm your acceptance by [Acceptance Deadline Date] by visiting our website [Insert Website URL] or contacting the admissions office.

Should you have any questions, feel free to reach out via email or phone. We look forward to seeing you on campus!

Sincerely,  
[Your Name]  
[Your Title]  
[Your College/University Name]