

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

Dear [Admission Committee/Specific Person's Name],
Subject: Application for BTech Lateral Entry Admission

I am writing to express my interest in applying for the BTech lateral entry program at [Institution Name] for the academic year [Year]. I have completed my [Previous Degree/Diploma] in [Field of Study] from [Previous Institution Name] and believe that furthering my education at your esteemed institution will equip me with the necessary skills to excel in my career.

During my previous studies, I have gained a solid foundation in [Key Subjects/Skills], which I believe will contribute to my success in the BTech program. I am particularly drawn to [Specific Aspects of the BTech Program/Faculty/Research Opportunities] at [Institution Name].

I have attached my academic transcripts and necessary documents for your review. I am looking forward to the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]