

[Your University/College Name]

[Department Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: BTech Admission Confirmation

We are pleased to inform you that you have been admitted to the Bachelor of Technology (BTech) program at [University/College Name] for the academic year [Year]. Your acceptance is a testament to your hard work and dedication.

Program Details:

- Major: [Specify Major]

- Starting Date: [Start Date]

- Orientation Session: [Orientation Date and Details]

Please confirm your acceptance of this offer by [Confirmation Deadline].

To secure your place, kindly complete the following steps:

1. Submit your acceptance form (attached).

2. Pay the initial deposit of [Amount] by [Deposit Deadline].

3. Complete your enrollment paperwork.

We look forward to welcoming you to our campus. Should you have any questions, feel free to contact us at [Contact Information].

Congratulations once again on your admission!

Sincerely,

[Your Name]

[Your Position]

[University/College Name]