

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intention to participate in the upcoming BTech event, [Event Name], scheduled to be held on [Event Date] at [Event Venue]. I am currently a [Your Year, e.g., second-year] BTech student specializing in [Your Specialization, e.g., Computer Science Engineering] at [Your Institution Name].

I am excited about the opportunity to engage with other students and professionals in the field, share knowledge, and learn from the various workshops and presentations that will be part of the event. My involvement in this event aligns with my career aspirations and my desire to deepen my understanding of [Specific Topics of Interest].

Please let me know the registration process and any requirements needed for participation. Thank you for considering my application. I look forward to contributing to and benefiting from this enriching experience.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Institution Name]