

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

[Recipient Name]
[University Name]
[Department/Office of Admissions]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: BTech Admission Application

I am writing to formally express my interest in seeking admission to the Bachelor of Technology (BTech) program at [University Name] for the academic year [Year].

I have completed my [High School/Equivalent Degree] with a focus on [relevant subjects], and I am passionate about pursuing a career in [specific field of technology or engineering]. After researching various institutions, I am particularly impressed by [specific programs, faculty, research opportunities, etc.], which has solidified my decision to apply to [University Name].

Enclosed with this letter are my application form, academic transcripts, letters of recommendation, and any additional required documents. I am confident that my academic background and extracurricular involvement will allow me to contribute positively to your program.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,

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