[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution's Name]
[Department or Program Name]
[Institution's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to express my interest in the Bachelor of Technology (BTech) program in [specific major or field] at [institution's name]. With a strong background in [relevant subjects or experiences], I believe I am well-prepared to contribute to and benefit from this esteemed program.
[Paragraph detailing your academic achievements, relevant experiences, and skills.]
I am particularly drawn to [specific aspects of the program, faculty, or institution] because [reason why this program/institution is a good fit for you]. I am eager to engage with the faculty and participate in [specific opportunities or projects].
Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.
Sincerely,
[Your Name]