[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to formally request the affiliation of our institution,
[Your Institution's Name], with the [Specific BTech Program Name] offered
by your esteemed organization.
[Briefly state the purpose of your request and any relevant details about
your institution.]
We believe that this affiliation will not only enhance the educational
offerings of our institution but also contribute positively to the
[Specific BTech Program Name].
[Include any additional information that supports your request, such as
partnership benefits, past collaborations, etc.]
Thank you for considering our request. We look forward to the possibility
of collaborating with your institution and contributing to academic
excellence.
Sincerely,
[Your Name]
[Your Title]
[Your Institution's Name]