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

Dear [Recipient's Name],

I am writing to formally request an evaluation of my BTech program completed at [University/College Name] on [Graduation Date]. I am seeking this evaluation for [specific purpose, e.g., further studies, employment opportunities, etc.].

The details of my program are as follows:

- Program Name: Bachelor of Technology in [Specialization]
- Dates of Attendance: [Start Date] to [End Date]
- Degree Earned: [Degree Title]

I have attached my transcripts and the syllabus for your reference. Please let me know if you require any additional information or documentation to facilitate the evaluation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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