

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University/College Name]
[Department or Admission Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the Bachelor of Technology (BTech) program offered at [University/College Name]. I am interested in [specific field or specialization, if applicable], and I would like to gather more information about the program structure, admission requirements, application deadlines, and any other relevant details.

Additionally, I would appreciate any insights into the faculty, campus facilities, and opportunities for internships or industry collaboration. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]