

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to apply for the Bachelor of Technology program at [University/College Name].

After careful consideration, I regret to inform you that I have decided to decline my acceptance into the program. This decision was not made lightly, and I truly appreciate the time and effort you and your team have invested in my application.

I wish all the best for the upcoming academic year and hope to stay connected with [University/College Name] in the future. Thank you once again for your understanding.

Sincerely,
[Your Name]