

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request information regarding the Bachelor of Technology (B.Tech) program offered at [University/College Name].

I am very interested in pursuing a degree in [specific field, e.g., Computer Science, Mechanical Engineering] and would like to learn more about the application process, curriculum, faculty, and any possible scholarships available.

Additionally, I would appreciate any insights on the student life and opportunities for internships or research within the program.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]