

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Department or Admissions Office]  
[Indian Institute of Technology (IIT) Name]  
[Institute Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],  
Subject: Admission Offer for [Program Name]

We are pleased to inform you that you have been selected for admission to the [Program Name] at the Indian Institute of Technology (IIT) [Name]. Congratulations on your outstanding achievement!

Your academic performance, along with your personal statement and recommendations, has made a strong impression on our admissions committee. We are excited to welcome you to our esteemed institution. Details of your admission are as follows:

- Program: [Program Name]
- Duration: [e.g., 2 years]
- Commencement Date: [Start Date]
- Enrollment Deadline: [Deadline Date]

Please confirm your acceptance of this offer by [Acceptance Deadline].

You may also find important information regarding enrollment, orientation, and deadlines in the enclosed documents.

Should you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

We look forward to welcoming you to IIT [Name] and wish you every success in your academic journey.

Sincerely,

[Your Name]  
[Your Title]  
[Department or Admissions Office]  
Indian Institute of Technology [Name]