

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Indian Institute of Technology (IIT) Name]  
[Institute Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Admission to [Program Name]

I am writing to express my interest in applying for admission to the [specific program, e.g., Bachelor of Technology in Computer Science] at [IIT Name] for the academic year [Year].

I have a strong academic background, completing my [High School/Previous Degree] with [mention any notable achievements or grades]. I am particularly drawn to [specific aspects of the program or IIT] and believe that it aligns perfectly with my career aspirations in [your field of interest].

I have participated in [mention any relevant projects, competitions, internships, or extracurricular activities], which have equipped me with [set of skills or experiences]. I am eager to contribute to and learn from the esteemed faculty and diverse student body at IIT.

Enclosed with this letter are my [list of attached documents, e.g., transcripts, recommendation letters, personal statement], which I hope will give you a better understanding of my qualifications.

Thank you for considering my application. I look forward to the opportunity to contribute to the vibrant community at [IIT Name].

Sincerely,  
[Your Name]