

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

Admissions Office  
Indian Institute of Technology (IIT)  
[Campus Name or Address]  
[City, State, Zip Code]

Dear Admissions Office,

Subject: Inquiry About Admission Process

I hope this message finds you well. My name is [Your Name], and I am interested in applying for the [specific program, e.g., B.Tech, M.Tech] at [specific IIT campus]. I have thoroughly researched various institutions, and I am particularly drawn to IIT because of its commitment to excellence in engineering and technology education. I would like to inquire about the following aspects of the admission process:

1. **\*\*Application Deadlines:\*\*** Could you please confirm the important dates related to the application process for the upcoming academic year?
2. **\*\*Eligibility Criteria:\*\*** What are the specific eligibility requirements for the [program of interest]?
3. **\*\*Admission Tests:\*\*** Are there any entrance exams or standardized tests required for admission, and what is the weightage given to them in the selection process?
4. **\*\*Scholarships and Financial Aid:\*\*** Are there any scholarship opportunities available for prospective students, particularly for those belonging to [specific category, if applicable]?
5. **\*\*Campus Visits:\*\*** Are there any scheduled open house events or campus tours that I can attend to learn more about the facilities and meet current students and faculty?

Thank you for your assistance. I look forward to your response and hope to become a part of the distinguished IIT community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]