IIT Admission Application Letter Checklist
1. **Applicant Information**
 - Full Name
 - Address
 - Phone Number
 - Email Address
 - Application ID (if applicable)
2. **Date**
 - Date of writing the letter
3. **Recipient Information**
 - Admission Committee
 - Indian Institute of Technology (IIT) [Specific Campus]
 - Address of the Institute
4. **Subject Line**
 - Subject: Application for Admission to [specific program/department]
5. **Salutation**
 - Dear Members of the Admission Committee,
6. **Introduction**
 - Brief introduction of yourself
 - Purpose of the letter (application submission)
7. **Academic Background**
 - Mention previous educational qualifications
 - Relevant coursework or projects
8. **Extracurricular Activities**
 - List relevant extracurricular activities, leadership roles, or achievements
9. **Statement of Purpose**
 - Explanation of your interest in the specific program
 - Future goals and how the program aligns with them
10. **Supporting Documents**
 - List of attached documents (transcripts, test scores, recommendation letters, etc.)
11. **Closing Statement**
 - Express gratitude for considering the application
 - Mention your eagerness to contribute to the institution
12. **Closing Salutation**
 - Sincerely,
 - [Your Full Name]
13. **Contact Information**
 - Repeat phone number and email address
 - Optional: LinkedIn or personal website link
14. **Attachments**
 - Check all supporting documents are included
 - Ensure proper labeling of attachments
15. **Proofreading**
 - Check for grammar and spelling errors
 - Confirm that all information is accurate and up-to-date
16. **Signature**
 - Sign the letter (if sending a hard copy)
 - Include a typed name below the signature
End of Checklist