

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

Dear [Recipient's Name],

I am thrilled to inform you that you have been selected for admission to the [specific program name, e.g., B.Tech in Computer Science] at the [IIT Name] for the academic year [Year].

Your exceptional performance in the [entrance exam name, e.g., JEE Advanced], alongside your remarkable academic achievements, has set you apart as a candidate deserving of this opportunity. We are excited to welcome you into our esteemed community of scholars and innovators.

In preparation for your journey with us, please find enclosed important information regarding your registration, orientation schedule, and the next steps to confirm your admission.

Should you have any questions, feel free to reach out to us at [contact email or phone number]. We look forward to your positive response and can't wait to see the contributions you will make to our campus.

Congratulations once again on this incredible achievement!

Warm regards,

[Your Full Name]
[Your Title/Position]
[Department Name]
[Indian Institute of Technology (IIT) Name]