

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/College Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my interest in applying to [specific program/department] at the Indian Institutes of Technology (IIT) for the [academic year/semester]. I am particularly drawn to [mention specific aspects of the program, faculty, or research opportunities that interest you].

I have completed my [degree/qualification] in [field of study] from [your current institution] with [mention any honors, GPA, or relevant achievements]. My research interests align closely with [mention any faculty members or specific research areas], and I am eager to contribute to [specific project or field].

Enclosed with this letter are my application materials, including [list documents: transcripts, recommendation letters, CV, etc.].

Thank you for considering my application. I look forward to the opportunity to be part of the esteemed IIT community.

Sincerely,
[Your Name]