

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

[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the eligibility requirements for admission to the Indian Institutes of Technology (IIT) for the upcoming academic year.

As an aspiring student with a strong background in [Your Relevant Subjects/Field], I am keen on understanding the specific criteria, including academic qualifications, entrance examination details, and any other prerequisites necessary for application.

[Optional: Briefly mention your academic background or achievements that are relevant to IIT admissions.]

I would greatly appreciate any detailed information or resources you could provide regarding the eligibility process.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]