

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

[Recipient's Name]
[Department Name]
[Indian Institute of Technology]
[Institute Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Offer for [Program Name] at IIT [Institute Name]

I am pleased to inform you that you have been offered admission to the [Program Name] at the Indian Institute of Technology [Institute Name] for the academic year [Year]. Your application stood out due to your impressive academic achievements and outstanding potential.

Details of your admission are as follows:

- Program: [Program Name]
- Start Date: [Start Date]
- Duration: [Duration]
- Tuition Fees: [Tuition Fees]

Please confirm your acceptance of this offer by [Reply Deadline] by submitting the required documents and deposit. Instructions for enrollment and orientation will be provided upon your acceptance.

We are excited to welcome you to the IIT community and look forward to your contributions.

Yours sincerely,

[Your Name]
[Your Title]
[Department Name]

Indian Institute of Technology [Institute Name]