

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

[Recipient Name]
[Title/Position]
[University Name]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to the [specific program name] at the Indian Institutes of Technology (IIT). I have a keen interest in [your area of interest], and I am excited about the possibility of contributing to and learning from the esteemed faculty at IIT.

I would like to inquire about the following:

1. [Specific question or topic 1]
2. [Specific question or topic 2]
3. [Specific question or topic 3]

Thank you for your time and assistance. I look forward to your response and hope to have the opportunity to further discuss my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]