

**\*\*IIT Application Letter Checklist Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*Admissions Office\*\***

[Institute Name]

[Institute Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to submit my application for [specific program/degree] at [Institute Name]. Below is a checklist of the documents and requirements completed for my application.

1. **\*\*Completed Application Form\*\***

- ☐ Online application submitted by [submission date].

2. **\*\*Transcripts\*\***

- ☐ Official transcripts from high school/college sent directly to the admissions office.

- ☐ Transcript evaluation (if applicable).

3. **\*\*Letters of Recommendation\*\***

- ☐ Letter from [Name/Position].
- ☐ Letter from [Name/Position].
- ☐ Letter from [Name/Position].

4. **\*\*Statement of Purpose\*\***

- ☐ 500-1000 word statement outlining my academic and professional goals.

5. **\*\*Resume/CV\*\***

- ☐ Updated resume detailing academic achievements, projects, and work experience.

6. **\*\*Standardized Test Scores\*\***

- ☐ GRE/GMAT scores sent (if required).
- ☐ Language proficiency scores (TOEFL/IELTS), if applicable.

7. **\*\*Portfolio (if applicable)\*\***

- ☐ Digital/physical portfolio submitted.

8. **\*\*Application Fee\*\***

- ☐ Payment of application fee confirmed.

9. **\*\*Additional Documents\*\***

- ☐ [Any additional documents required].

Thank you for considering my application. I look forward to the opportunity to contribute to the esteemed community at [Institute Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]