

[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,

[Introduction: State your purpose for writing and the program you are applying for.]

[Paragraph 1: Briefly introduce your academic background and achievements relevant to the program.]

[Paragraph 2: Discuss your interests in the field and why you are specifically interested in this IIT.]

[Paragraph 3: Highlight any relevant experience, skills, or projects that demonstrate your preparedness for the program.]

[Conclusion: Reiterate your enthusiasm for the program and express your hope for a favorable response.]

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]