

Sample Inquiry Letter for BTech College Admission (Including Hostel & Mess Fee)

Your Name

Your Address

City, State, PIN Code

Email Address

Phone Number

Date

To,

The Admissions Office,

[College Name],

[College Address],

[City, State, PIN Code]

Subject: Inquiry Regarding BTech Admission Process, Hostel & Mess Fee Structure

Respected Sir/Madam,

I hope this letter finds you well. My name is [Your Name] and I am keenly interested in seeking admission to the BTech program at your esteemed institution for the upcoming academic year. I would be highly obliged if you could kindly provide me with detailed information regarding the admission procedure, important dates, and eligibility criteria for the BTech program.

Additionally, I would like to inquire about the availability and fee structure for hostel accommodation, including the mess charges. I would appreciate it if you could provide the following details:

- Hostel fee structure (annual/semester-wise)
- Mess charges and the type of meal plan offered
- Facilities provided in the hostel (room type, amenities, etc.)
- Payment schedule and modes of payment
- Any other additional charges related to accommodation and meals

Kindly send me the above information at your earliest convenience. I look forward to your response and hope to be a part of your esteemed institution.

Thank you for your time and consideration.

Yours sincerely,

[Your Name]