

[Your University's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Congratulations!

We are pleased to inform you that you have been accepted into the Bachelor of Business Administration (BBA) program at [University Name] for the [Fall/Spring] [Year] semester. Your commitment to your academic and personal achievements stood out during the selection process, and we believe that you will be a valuable addition to our university community. Please find the details regarding your admission below:

- Program: Bachelor of Business Administration (BBA)
- Student ID: [Student ID Number]
- Starting Semester: [Fall/Spring] [Year]
- Orientation Date: [Orientation Date]

To secure your place in the program, please confirm your acceptance by [Acceptance Deadline]. You can do this by visiting [University Website Link] or contacting our office at [Contact Information]. Additionally, we encourage you to explore the resources available to you as an incoming student, including financial aid options, academic advising, and campus life activities.

We look forward to welcoming you to [University Name] and supporting you on your educational journey.

Warm regards,

[Signature]

[Your Name]

[Your Title]

[Department Name]

[University Name]

[University Address]

[University Phone Number]

[University Email Address]