

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University/College Name]  
[Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in the Bachelor of Business Administration (BBA) program at [University/College Name]. With a strong passion for business and a commitment to academic excellence, I believe that your program aligns perfectly with my career aspirations. Through my [high school education/previous experiences], I have developed critical skills in leadership, teamwork, and problem-solving. My involvement in [specific activities, clubs, or jobs] has further fueled my desire to pursue a career in business management. I am particularly drawn to [specific aspect of the program or university], and I am eager to contribute to and learn from the diverse community at [University/College Name].

I am confident that the BBA program will provide me with the necessary tools to succeed in the competitive business landscape. I look forward to the opportunity to further discuss my application and how I can be a valuable addition to your esteemed institution.

Thank you for considering my application. I hope to hear from you soon.  
Sincerely,  
[Your Name]