

[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 Office,

I hope this message finds you well. My name is [Your Name], and I am interested in applying for the Bachelor of Business Administration (BBA) program at [University/College Name]. I would like to inquire about the admission process, application deadlines, and any specific requirements for prospective students.

Additionally, I would appreciate any information regarding scholarship opportunities and financial aid options available for incoming BBA students.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]  
[Your Contact Information]