

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[University Name]
[University 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 Name]. With a strong passion for business and a desire to develop my skills in management, I believe that your program will provide the perfect foundation for my career aspirations.

Throughout my high school years, I have taken courses in economics, business management, and finance, which have solidified my interest in pursuing a degree in business administration. Additionally, I have engaged in extracurricular activities such as [specific activities, clubs, or leadership roles], which have enhanced my teamwork and leadership skills.

I am particularly drawn to [specific aspects of the program or university, e.g., faculty expertise, internship opportunities, or unique courses], as I believe these align with my career goals. I am eager to contribute to the [University Name] community and participate in various projects and initiatives.

Thank you for considering my application. I look forward to the opportunity to demonstrate my dedication and commitment to the BBA program.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]