

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Admission Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Admission Officer's Name],

Subject: Application for Bachelor of Business Administration Admission

I hope this letter finds you well. I am writing to formally express my interest in applying for the Bachelor of Business Administration program at [University Name].

[Introduction: Briefly introduce yourself and your current academic status.]

I am currently [Your Current Education Status, e.g., a high school graduate from XYZ School], and I have developed a strong passion for business management and administration.

[Body: Explain why you are interested in the program and your career goals.]

I am particularly drawn to [University Name] because of its excellent reputation in business education, and I believe that the skills and knowledge I will gain from the program will enable me to [Your Career Goals or Aspirations].

[Conclusion: Express gratitude and willingness to provide additional information.]

Thank you for considering my request for admission to the Bachelor of Business Administration program. I am eager to bring my skills and enthusiasm to [University Name] and contribute to the university community. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]